

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 18, 1961

FROM : Legat, Tokyo (66-24)

SUBJECT: REPORT WRITING

Recently a number of letterhead memoranda prepared by offices of the Bureau for dissemination have been noted to contain within the text of the memorandum the expression "also known as" after a name, as, for example, "JOHN SMITH, also known as..." without including the other name or names used by the individual. This phraseology appears incomplete if not ungrammatical, and may be confusing to recipients. It is suggested that general instructions be issued to the Field to avoid, except in titles, use of the words "also known as" unless the other names also are included.

2 - Bureau

1 - Tokyo

HLC:1j

(3)

REC-18

66-2435-2551

b6
b7C

17 JUN 1 1961

EX 104

JUN 1 8 21 AM '61

FBI
REC'D - CIVIC

new memo to memo
6/14/61 504: det

JUN 53 2 18 PM '61

FBI
REC'D - CIVIC

Handwritten signature/initials

Legat, Tokyo (66-24)

May 29, 1961

Director, FBI 66-2435-2551
EX 104 REC-18
REPORT WRITING

Reurlet May 18, 1961, concerning the preparation of letterhead memoranda containing the name of an individual followed by "also known as" in the text.

Please submit instances of the use of this phraseology in the manner you cite so a determination can be made as to the need to issue general instructions to the field. This problem has not come to the Bureau's attention heretofore.

FBI
REC'D - NYTCME

JUN 1 8 21 AM '61

1 - Foreign Liaison Unit (route through for review) - *delivered*

JER:het
(5)

MAILED 31

JUN - 1 1961

COMM-FBI

Tolson _____
Parsons _____
Mohr _____
Belmont _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Tavel _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

56 JUN 7 1961

MAIL ROOM ☒ TELETYPE UNIT ☐

UNITED STATES GOVERNMENT
Memorandum

TO : DIRECTOR, FBI
ATTENTION: INVESTIGATIVE DIVISION

DATE: 5/26/61

FROM : SAC, SEATTLE

SUBJECT: CONFIRMATION TO USA

INVESTIGATIVE REPORTS

It has been the practice of the U. S. Attorneys' offices in both the Eastern and Western Districts of Washington to prepare the complaints filed in cases investigated by the FBI. The AUSA with whom the case is discussed and who authorizes prosecution dictates and prepares the complaint and warrant to be filed with the U. S. Commissioner. A certified copy of this complaint is then returned to the U. S. Attorney's Office by the Commissioner and a copy of said complaint is furnished in each instance to the Agent presenting the case and filing the complaint before the Commissioner, which is filed in the Field Office case file.

Both U. S. Attorneys have stated that they do not desire formal notification of the filing of a complaint by letter from this office but that a copy placed in FBI files of the complaint which is made out by the AUSA and of which the USA's office retains a copy will be sufficient notification to the USA's office.

This practice has been confirmed in writing by the USA for the Eastern District of Washington by letter dated 5/23/61, and by the USA for the Western District of Washington by letter dated 5/24/61. Both have indicated that a copy of the complaint is sufficient for their purposes until such time as the subject is arrested, at which time an immediate report will be submitted in accordance with Bureau rules.

Unless advised to the contrary by the Bureau, the practice heretofore followed by the USA's office will be continued and since the USA's Office prepares the complaint forms, the filing of a copy of this complaint in the Seattle Office file will be considered sufficient record of the notification to the USA, as has been confirmed in writing by the U. S. Attorneys.

2 - Bureau
1 - Seattle
JEM:haf
(3)

EX 104

56 JUN 8 1961

REC-74

66-2435-2552

14 MAY 31 1961

EXP. PROC.

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Bureau (15) 10 61
(J) REPORTS WRITING - STREAMLINING - SECURITY REPORTS -- The possibility of streamlining periodic reports in Security Index (SI) cases without losing accuracy or essential data was discussed at an Internal Security - Espionage Conference held at the Bureau on May 8-9, 1961, and attended by representatives of 16 field offices. As a result of recommendations submitted at this Conference, the Bureau is authorizing the utilization of a narrative-type statement setting forth the activities of a subject over a specified period of time as reported by informants. This particular report is susceptible to use primarily in those cases of extensive activity in subversive organizations.

For your utilization in discussing this matter with Agents engaged in security work, there is attached a sample report that should be utilized as a guideline for submission of reports in SI cases.

The type reporting described above and in the attached sample is not to be utilized in Smith Act of 1940 cases or Internal Security Act of 1950 cases with the exception of key facility cases.

This change in reporting procedure in no way relieves you of the responsibility of reporting in detail specific items of pertinence, such as information tending to establish a subject's knowledge of the basic aims and purposes of the subversive organization with which affiliated or information tending to establish that a subject holds revolutionary and/or anarchist beliefs.

The narrative statements must be statements of facts and not conclusions.

You will continue to use inserts, for example Form FD-302, recording the results of an interview, in accordance with current practices.

The location of the original informants' reports and/or channelizing memoranda from which the information reported is obtained will be shown on the cover pages of the report by file number and serial scope.

6/6/61
SAC LETTER NO. 61-31

- 13 -

62 JUN 15 1961

166-2435-
NOT RECORDED
199 JUN 14 1961

66-04-36
ORIGINAL COPY FILED IN

Although the attached sample of the report does not include the Form FD-305 as part of the cover pages to the report, you should continue to use Form FD-305 in SI cases in accordance with current instructions.

Very truly yours,

John Edgar Hoover

Director

Enclosures for (D) & (J).

6/6/61
SAC LETTER NO. 61-31

- 14 -

SAC, [redacted]

6/12/61

Director, FBI (66-2542-1-61)

CONFIDENTIAL INFORMANTS

Reurlet 6/5/61.

Reports

The Bureau does not desire to alter or make exceptions to existing instructions concerning the recording of information received from confidential informants which might become testimony, even in those instances where the informant is willing to testify. The examples noted in your letter of 1/19/60 and Bureau letter of 1/29/60 were considered as the type of cases where the informant was in a minimum of danger of being exposed as a regular informant. In any instance where information is received from a confidential informant, until it has been definitely decided that he will be a witness, the information should be recorded in accordance with the instructions set out on page 19d, Part I, FBI Handbook. It is preferred that when the information furnished can be substantiated by others, informants not be used as witnesses in an ordinary case. Therefore, there should not be any arbitrary method of reporting their information as you suggest, and original FD-302's should be filed in informant's file with cover FD-209.

1 - Mr. Evans (Attention: Mr. A. E. Flipp, Jr., Room 4634)

① - 66-2435

~~66-2542~~

NOTE: SAC, Mobile referred to his letter of 1/19/60 and Bureau letter 1/29/60, in connection with use of FD-302's for reporting information from two specific Mobile Confidential Informants received when they were to be considered as witnesses by virtue of their having been in the right place at the right time on other than Informant business and were willing to testify. Bureau letter approved regular reporting procedures as "regular" witnesses. SAC, by letter 6/5/61, now wants advice as to reporting procedures when informants are contacted as potential witness, when they would ordinarily be contacted for information in the particular case anyway. Informant Desk, Special Investigative Division, and Training and Inspection Division feel that in order to provide best possible protection against exposure of informants, there should not be any loose uncontrollable exceptions to the basic instructions as stated in above letter.

JVC:mgj

(7)

NOT RECORDED

87 JUN 14 1961

MAILED

66 JUN 16 1961

ORIGINAL FILED IN 66-2542-1-61-128

#665-61

Date	June 12, 1961
Division of Assignment	Washington Field

To:	Director, FBI
From: (Suggester's name)	

SUGGESTION

It is suggested that the copies of the letterhead memo evaluating informants be stapled behind the copies of the investigative report using one staple.

It is further suggested that the copies of the administrative cover pages be stapled on top of the report on the left hand side. The cover pages, report, and letterhead memo evaluating informants would be assembled together using only one staple. This would not interfere with dissemination of reports to outside agencies as no copies of administrative cover pages are prepared for those agencies.

Along this same line, it is also suggested that the copies of the letterhead memo evaluating informants be stapled behind the copies of the letterhead memo using one staple.

Current practice or rule (Include manual citation as well as facts)

Manual of Rules and Regulations, Part II, Sec. 8, Pg. 1A, 4a, Item (1) (a) (b) (c) and Manual for Field Stenographer, Sec. 3, B, Item 1-4

(See following page)

Advantages of suggestion and annual savings (include basis for estimate)

Stapling the copies of the letterhead memo evaluating informants behind the copies of the investigative report and administrative cover pages on top of the investigative report would save the stenographer a considerable amount of time in assembling. It could be done in one simple operation rather than assembling it as if it were three separate pieces of mail.

Likewise, it would be timesaving for the stenographer to staple the copies of the letterhead memo evaluating informants behind the copies of the letterhead memo.

Disadvantages of suggestion

None foreseeable

(The use by the United States of my suggestion shall not form the basis of any claim upon the United States. I understand that I will be compensated within two years after submission.)	<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/>	by me, my heirs, or my suggestion is adopted
		<i>Steno Supr</i>
		e of Suggester

Recommendations and comments of Division Head

Suggestion has considerable merit, and I recommend it be adopted.

(Do not write in this space for Bureau use only)

REC-24
LBI
REC-24
JUN 16 1961

JOHN S. [Signature] and Title SAC

Current practice or rule (include manual citation as well as facts)

(Continued)

Both the Manual of Rules and Regulations and the Manual for Field Stenographer set forth the following:

- 1) Staple each copy of cover pages at top left.
- 2) Staple each copy of report at top left.
- 3) Staple each copy of letterhead memo evaluating informants at top left if more than one page.
- 4) Staple copy of letterhead memo evaluating informants underneath each report copy at top left.

REC'D - FBI
FBI

APR 58 - 2 13 PM '51

APR 58 12 34 PM '51

FBI
REC'D - FBI

June 21, 1961

PERSONAL

b6
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66-2435-2553

REC-24

[Redacted]
Federal Bureau of Investigation
Washington, D. C.

Dear [Redacted]

I have received your suggestion concerning a method of assembling certain reports and letterhead memoranda. Your proposal is being carefully considered and I will let you know if it is adopted.

The interest which prompted you to submit your idea to me is indeed appreciated.

Sincerely yours,
J. Edgar Hoover.

1 - SAC, Washington Field Office

1 - Personnel file of [Redacted]

ML:het (Suggestion #665-61 dated 6/12/61)
(5)

NOTE: Referred to Files and Communications, Domestic Intelligence, General Investigative and Special Investigative Divisions for views and recommendations.

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

MAILED 25
JUN 21 1961
COMM-FBI

TELETYPE UNIT ☐

JUN 21 4 38 PM '61
READING ROOM
FBI
JUN 21 4 18 PM '61
READING ROOM
FBI

JUN 21 15 34
FBI
REC'D - WATONE
FBI
REC'D - WATONE

50 JUN 28 1961

UNITED STATES

Memorandum

TO : W. C. Sullivan

DATE: June 19, 1961

FROM : W. A. Branigan

SUBJECT: ELIMINATION OF DUPLICATE REPORTING

1 - Baumgardner
1 - Bland
1 - Donahoe
1 - Lenihan

Trotter
Tele. Room
Ingram
Gandy

At the Internal Security - Espionage conference, May 8-9, 1961, one of the problems discussed in streamlining Bureau operations was the duplication of typing and reporting involved in the use of letterhead memoranda.

Under our present procedures, the field, in reporting important developments in a security case furnishes such information to the Bureau in a letterhead memorandum which can then be promptly disseminated by the Bureau to the responsible interested agencies. Thereafter, in submission of an investigative report in such case, the field again sets forth the same data that had previously been submitted to the Bureau by letterhead memorandum. The purpose of such procedure is to set forth in an investigative report all developments in a case since submission of the previous report.

The conference felt this was unnecessary duplication and could be avoided if investigative reports subsequently submitted briefly summarized the data in preceding letterhead memoranda and made reference to such memoranda in the details or the cover pages of the report. This suggestion was afforded careful consideration by the Bureau but was not approved. It was felt adoption of this suggestion could lead to incomplete reporting and would present numerous problems in dissemination of letterhead memoranda and reports to the interested agencies. Another disadvantage noted was the possibility that a report may have to be produced in court proceedings.

It was felt that the field has a tendency in some instances to include verbatim accounts of data in letterhead memoranda in subsequent reports when certain of the data is obsolete or public source information. For example, frequently a letterhead memorandum will contain important information which an interested agency acts upon. Subsequently, the data will appear as public source information in the newspapers and will have no further intelligence significance. Similarly, a letterhead memorandum may contain considerable background information concerning the subject or the case; however, much of the same background

Enclosure sent 6-22-61 REC-91

JUN 27 1961

REL:njp/mhd

63 JUN 9 1961

JUN 30 1961

EX-113

Investigative Reports

Branigan to Sullivan memo
re: ELIMINATION OF DUPLICATE REPORTING

data may appear in other letterhead memoranda and insertion of each of these letterhead memorandum verbatim into one report either by retyping or use as inserts results in repetitious reporting. Also, the field, on occasion, will unnecessarily submit a letterhead memorandum in a case when reporting of such information in a regular investigative report would have sufficed.

Closer attention by the field to sound reporting practices would eliminate much of the duplication involved in incorporating data from letterhead memoranda in reports.

ACTION:

Attached for approval is an SAC letter informing the field that the Bureau has given careful consideration to the suggestion that letterhead memoranda be briefly summarized in subsequent reports and referred to in the details of the report or cover pages to the report, but that the Bureau does not feel such reporting procedures are desirable. We are also alerting field to our desire to avoid setting forth verbatim letterhead memoranda in reports subsequently prepared in the case and are reiterating previous instructions to the field that letterhead memoranda should be submitted to the Bureau only when expeditious dissemination of the information must be made and time is of the essence.

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JPM
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W

UNITED STATE

Memo

TO : Mr. W. C. Sullivan

DATE: June 22, 1961

FROM : Mr. J. F. Bland

SUBJECT: SECURITY INDEX

REPORTS.

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

Buchanan
for [unclear]

The instructions contained in SAC Letter 61-31 (J) captioned "Report Writing - Streamlining - Security Reports" necessitates changes in Section 87D of the Manual of Instructions.

Basically, the instructions in above-mentioned SAC Letter authorizes the utilization of a narrative-type statement setting forth the activities of a subject over a specified period of time in Security Index cases in which extensive activity has occurred.

RECOMMENDATION:

There are attached proposed Manual changes in Section 87D. If you agree, this memorandum and attachment should be forwarded to the Training and Inspection Division for appropriate attention. No Handbook changes are necessary.

Enclosure

100-358086

- 1 - Training and Inspection Div.
- 1 - Mr. W. C. Sullivan
- 1 - Mr. Bland
- 1 - Mr. Rushing
- 1 - 66-1934 (Manual of Instructions)

TDR/fbm
(6)

166-2435-
NOT RECORDED
184 JUN 28 1961

JUN 27 1961

2 ENCLOSURE
1 ENCLOSURE

Manual revised
gwb

55 JUL 3 1961

2 July
5 06 PM

FBI

XEROX
JUN 28 1961

ORIGINAL COPY FILED IN 100-358086-2926

June 22, 1961

PROPOSED CHANGES IN
SECTION 87D
MANUAL OF INSTRUCTIONS

of item
Delete paragraph 4^{of item}(i), page 76, and Item (j),
page 77. Substitute the following as Items (j) and (k):

"(j) In connection with periodic reports in Security Index cases, there are instances in which evidence of extensive activity in subversive organizations will be developed. In these cases it is permissible to report such information in narrative-type statements without indicating exact dates of activity. However, the period of time involved must be shown, for example, June, 1960 - June, 1961.

"This type reporting is not to be utilized in Smith Act of 1940 cases or Internal Security Act of 1950 cases with the exception of key facility cases. The narrative statements must be statements of facts and not conclusions and information from each source must be reported in separate narrative statements.

"(k) The above instructions in no way remove responsibility for reporting all items of pertinence to the Bureau, bearing in mind the fact that Bureau files must be complete insofar as matters of substance are concerned, nor is responsibility removed for the reporting in detail of information tending to establish a subject's knowledge of the basic aims and purposes of the subversive organizations with which affiliated or information tending to establish that a subject holds revolutionary and/or anarchist beliefs.

"In the documentation of narrative statements set forth the location of the original documents in the field office files, the file number and serial scope."

Manual revised,
gwh

66-2435--
ENCLOSURE

2- Buchanan
gwh

51 **D INVESTIGATIVE REPORTS**

(D) REPORT WRITING - ELIMINATION OF DUPLICATE REPORTING - SECURITY CASES -- At a conference at the Bureau held on May 8-9, 1961, attended by representatives of the offices handling the major portion of the Bureau's security work, the problem of duplicate reporting in security cases was discussed.

The conference noted that under our present procedures, the field, in reporting important developments in a case, furnishes such information to the Bureau in a letterhead memorandum which can then be promptly disseminated by the Bureau to responsible interested agencies. Thereafter, in submission of an investigative report in such cases, the field again sets forth the same data that had previously been submitted in a letterhead memorandum. The purpose of such procedure is to set forth in an investigative report all developments in a case since submission of the previous report. The conference felt this was unnecessary duplication and could be avoided if investigative reports subsequently submitted merely briefly summarized the data in preceding letterhead memorandum, and contained a notation that full details were set out in a separate memorandum.

This suggestion by the conference was given careful consideration by the Bureau but was not approved. The Bureau felt that adoption of this suggestion could lead to incomplete reporting and would present numerous problems in co-ordinating the dissemination of letterhead memoranda and investigative reports to the interested agencies of the Government. Another disadvantage noted was the possibility that a report containing brief summaries of letterhead memoranda previously submitted in the case would have to be produced in a court proceeding.

The Bureau, of course, is aware of the problems of duplicate reporting involved in submission of letterhead memoranda in a case and subsequently including such data in an investigative report. While some duplication is unavoidable under the Bureau's report writing procedures, it appears that certain data in letterhead memoranda can be eliminated or succinctly reported in a subsequent report in that case. For example, data that was current when originally reported in a letterhead memorandum may be obsolete or public source information when a report is later prepared in that case. In such instances, such data need not be included in the report being prepared unless deemed necessary due to the nature of the information being reported. Similarly, a letterhead memorandum may contain considerable background information concerning the subject or the case; however, much of the same background data may appear in other letterhead memoranda and

6/27/61
SAC LETTER NO. 61-35

66-2435-
NOT RECORDED
- 3 - 126/JUL 3 1961

82 JUL 3 1961 *F210*

ORIGINAL FILED IN 66-04-3029

insertion of each of these letterhead memoranda verbatim into one report results in repetitious reporting. The Bureau has also noted that on occasion an office will unnecessarily submit a letterhead memorandum in a case when reporting of such information in a regular investigative report would have sufficed.

In the future, each office will be expected to keep duplicate reporting to a minimum. Verbatim insertion of letterhead memoranda in investigative reports subsequently submitted in a case should be avoided. Where possible, the data appearing in the letterhead memoranda should be succinctly reported in an investigative report when this can be done without affecting the completeness of the report.

Similarly, letterhead memoranda should only be submitted when it is believed expeditious dissemination of the particular information must be made and time is of the essence. If these factors are not present, letterhead memoranda should not be submitted and the information developed should be fully reported in the next report submitted in the case.

Very truly yours,

John Edgar Hoover

Director

UNITED STATES

ENT

Mem

n

TO : Director, FBI

DATE: 6/6/61

FROM : Legat, Tokyo (66-24)

SUBJECT: ~~REPORT WRITING~~

Rebulet 5/29/61.

Tokyo letter of 5/18/61 was written to point out a potential tendency, based on a few isolated instances, of Special Agents in the Field to substitute the expression "also known as" after a name for the phrase formerly used, "with aliases," without setting forth the other names used by the individual. Whereas it was normal, of course, for the purpose of showing that the person had aliases, to say, for example, "Subject, while visiting Chicago, was reported to have contacted JOHN SMITH, with aliases," it cannot properly be said, "Subject, while in Chicago, was reported to have contacted JOHN SMITH, also known as (or 'aka')."

Unfortunately, no notation was made of the instances where this construction was observed, and to find the specific examples would necessitate going through a very large volume of files of this office.

The suggestion was sent to the Bureau only with the thought that the Bureau might wish to alert the field against a potential trend to use an ungrammatical construction.

2 - Bureau
1 - Tokyo
HLC/mer
(3)

EX 104

REC-23

JUN 12 1961

JUN 15 5 11 PM '61

FBI
RECEIVED

62 JUL 10 1961

EXP. PROC.

30

Memo to Mr. Tolson
JUN 14 1961

FBI

997

Standard Reports -

UNITED STATES

DEPARTMENT

Memorandum

TO : Mr. Mohr

DATE: 6/14/61

FROM : J. F. Malone

SUBJECT: REPORT WRITING

Tolson	✓
Belmont	✓
Mohr	✓
Callahan	✓
Conrad	✓
DeLoach	✓
Evans	✓
Malone	✓
Rosen	✓
Sullivan	✓
Tavel	✓
Trotter	✓
Tele. Room	✓
Ingram	✓
Gandy	✓

By letter to the Director dated May 18, 1961, Legat, Tokyo advised that letterhead memoranda from the field were being prepared containing within the text the expression "also known as" or "AKA" after a name without including the additional names used by the individual cited. He felt the Bureau might wish to issue instructions to the field to avoid the use of such phrase except in titles of letterhead memoranda. By return letter May 29, 1961, the Bureau requested instances of the use of this phraseology so a decision could be made as to the need for such instructions to the field. This was done following discussion with Domestic Intelligence, Special Investigative and General Investigative Divisions.

Legat, Tokyo, replied by letter dated June 6, 1961, that his first letter was written to call attention to a potential tendency based on a few isolated instances of letterhead memoranda wherein the use of the phraseology noted above was encountered.

In view of the nature of proposal, it is not being considered a formal suggestion. Further it is not felt from the admittedly infrequent instances in which this phraseology was used, that general instructions to the field are warranted. Rather it is felt that the matter could best be corrected at the Seat of Government on an individual basis by calling attention to the undesirability of using such phraseology in letterhead memoranda when any instance of such use is noted.

RECOMMENDATION: That the appropriate supervisors in the Domestic Intelligence, General Investigative and Special Investigative Divisions be advised of this matter in order that they may take the proper corrective measures when necessary.

- 1 - Domestic Intelligence Division
- 1 - General Investigative Division
- 1 - Special Investigative Division

JER:het
(5)

62 JUL 10 1961

REC-23

66-2435-2556
JUN 30 1961

EX 104

Sup in
Comm Sec
advised 6/20/61
Sup + Research Divisions
Name checked, advised
6/20/61

Supervisors in
Civil Rights Section
advised 6/20/61
clerk

Supervisors and
Cecilia + Frank
advised 6/20/61

All Supervisors
advised - Employees
Sec. Special Inv.
Section
6-7-7-61
All Fugitives
Sec.

0 Investigative Reports

Handled in
Chief Conf. Div. 6/20/61
JER

497

UNITED STATES GOVERNMENT

Memorandum

TO : MR. TAVEL

DATE: 6-21-61

FROM : L. E. SHORT

SUBJECT: SUGGESTION 665-61

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

[redacted] stenographic supervisor Washington Field Office, has proposed a revised method of stapling letterhead memoranda, copies of the investigative reports and copies of the administrative cover pages. Currently, instructions require the assembling of this material as individual units with each unit stapled together. [redacted] suggested eliminating the individual stapling and then stapling all material as one unit.

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 b7C

The Files and Communications Division has no objection to the adoption of the proposal inasmuch as the various parts of investigative reports are not taken apart during processing within the Records Branch. Existing instructions requiring that abstracts be paper clipped to reports or to the correspondence and not stapled should not be changed inasmuch as it is necessary to detach the abstracts after processing.

Comments of the substantive supervisors should be obtained concerning this suggestion to determine whether proposed procedure will interfere with review of reports or if it would hinder dissemination practices.

RECOMMENDATION:

For referral to the Training and Inspection Division.

LES:bpr
 (2)

EX-107

REC-5 66-2435-2557

JUN 30 1961

JUN 25 1961

JUN 25 1961

50 JUL 10 1961

Investigative Reports

UNITED STATES

Memorandum

TO : Mr. Mohr

DATE: 6/27/61

FROM : J. F. Malone

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

SUBJECT: INVESTIGATIVE REPORTS

SUGGESTION #665-61 SUBMITTED BY

WASHINGTON FIELD OFFICE

b6
b7C

SUGGESTION: That copies of letterhead memorandum evaluating informants be stapled behind the copies of the investigative report using one staple; copies of the administrative cover pages be stapled on top of the report on the left hand side. The cover pages, report and letterhead memorandum evaluating informants would be assembled using but one staple. Further, that copies of the letterhead memorandum evaluating informants be stapled behind copies of the letterhead memorandum using one staple.

Stapling of Copies of Investigative Reports
CURRENT PRACTICE: Manual of Rules and Regulations, Part II, Section 8, A, 4a (1)-(2)-(3) on page 1b, sets forth procedure for assembling investigative reports and related documents as follows: cover pages, staple each copy in upper left corner; investigative report, staple each copy in upper left hand corner; letterhead memorandum recording reliability of sources, staple in upper left hand corner, a copy to back of each investigative report; staple all of above together at top right (from top to bottom as above).

ADVANTAGES: Suggester feels her procedure would save stenographers a considerable amount of time in assembling these items by handling it in one operation rather than three separate pieces. She feels it would not interfere with dissemination of reports to other agencies as no copies of administrative cover pages are prepared for those agencies.

EX-107, REC-5 66-2435-2558

OBSERVATIONS: SAC Johnson of Washington Field Office recommended adoption. Files and Communications Division commented that they had no objections to the idea since the various parts of investigative reports are not taken apart during processing within Records Branch. However, they did not think the present instructions that abstracts be paper clipped and not stapled should be changed. They felt however, that comments of substantive supervisors should be obtained regarding the suggestion.

The Domestic Intelligence Division opposed adoption of the suggestion for the following reasons: 1. each item should be considered as a separate piece of mail to insure accuracy in assembly; 2. although the Jencks Law has not yet resulted in calling for a complete report, should this ever occur, the process of destapling a large and complex report, secured as suggested, would be an invitation to loss or confusion of individual sheets; 3. time saved by the stenographer under suggested procedure would be more

JER:het

(2)

66 JUL 10 1961

MEMORANDUM MALONE TO MOHR
RE: SUGGESTION #665-61

than offset by time consumed by reviewers in trying to account for all items when only secured by one staple; 4. use of only one staple is poor security since, if staple became loose, the whole package would separate into many individual sheets.

Special Investigative Division opposed adoption of the suggestion because it would create a problem in stamping classifications, when necessary, on top and bottom of both sides of last page of report. The use of one staple would interfere with administrative handling of report at the Bureau since, in some instances when the report and letterhead memorandum are disseminated they are treated as separate pieces of mail and the letter disseminating them lists them separately. They also point out the danger that the whole package would become completely disassembled once the single staple was removed.

General Investigative Division had no objection to stapling the evaluation letterhead memorandum behind the investigative report with a single staple but objected to the assembling of all the components since it is often necessary to disseminate the second copy of the report containing cover pages. They felt that stapling the cover pages together separately as is now the case was a safeguard against disseminating those pages to an outside agency.

In view of the objections furnished by the Domestic Intelligence, General Investigative and Special Investigative Divisions, the Training and Inspection Division agrees that the assembling of investigative reports and related documents with a single staple is not feasible.

RECOMMENDATION: That the suggestion not be adopted. On approval, no further action is necessary as the suggester was thanked by prior letter.

Handwritten signatures:
JPM
HCE
Jm

UNITED STATES

DEPARTMENT

Memo

TO : Mr. W.C. Sullivan

DATE: June 21, 1961

FROM : Division Streamlining Committee

SUBJECT: SUGGESTION NUMBER 665-61

Investigative Reports.

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

Domestic Intelligence Division (DID) comments have been requested regarding suggestion submitted by [redacted] Steno Supervisor, Washington Field Office. Committee recommends that the suggestion not be adopted. b6
b7C

Suggestion

~~That the copies of letterhead memo evaluating informants be stapled behind copies of investigative report using one staple.~~

~~That the copies of the administrative cover pages be stapled on top of the report on the left hand side. The cover pages, report and letterhead memo evaluating informants would be assembled together using only one staple.~~ This, says the suggestor, would not interfere with dissemination of reports to outside agencies as no copies of administrative cover pages are prepared for those agencies.

Along the same line it was also suggested that the copies of the letterhead memo evaluating informants be stapled behind the copies of the letterhead memo using one staple.

Current Practice

Manual of Rules and Regulations, Part II, Sec. 8, Pg. 1A, 4a, Item (1) (a) (b) (c) and Manual for Field Stenographer, Sec. 3, B, Item 1-4.

Both the Manual of Rules and Regulations and the Manual for Field Stenographer set forth the following:

2 ENCLOSURE 146
 1 - Mr. Sullivan

1 - Training and Inspection Division (Suggestion Desk)

1 - Section tickler

1 - [redacted]

CBP:lg

(5)

REC-5
 EX-107

66-2435-2559

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 b7C

JUN 30 1961

1797
 66 JUL 10 1961

2-82

Memo Division Streamlining Committee to Sullivan

Re: SUGGESTION NUMBER 665-61

- 1) Staple each copy of cover pages at top left.
- 2) Staple each copy of report at top left.
- 3) Staple each copy of letterhead memo evaluating informants at top left if more than one page.
- 4) Staple copy of letterhead memo evaluating informants underneath each report copy at top left.

Committee's Findings

The result of the suggestion would be the bringing together of all sheets composing cover pages, report, and evaluation memo by the use of one staple. The Committee recommends against adoption of this suggestion for the following reasons:

1. Each item should be considered as separate piece of mail to insure accuracy in assembly. With all sheets under one staple, this purpose is not served.

2. Although the Jencks Law has not as yet resulted in the calling for a complete report, should this be done the process of destapling a large and complex report together with cover pages, report pages and evaluation memo pages would be an invitation to loss or confusion of individual sheets.

3. Timesaving to the stenographer in assembling all of the loose sheets and stapling them in one operation would be more than counterbalanced by the time consumed by reviewers in trying to account for all items when only secured by one staple.

4. Use of only one staple is poor security. If the staple became loose, the papers would be strewn everywhere.

RECOMMENDATION:

This memorandum recording DID as opposed to adoption of above suggestion be forwarded to Training and Inspection Division, Suggestion Desk.

*over
WCS*

ADDENDUM OF SPECIAL INVESTIGATIVE DIVISION

6-21-61 CJH:tjl

Suggestion of [] was considered by the Streamlining Committee Special Investigative Division, on 6-20-61 and the Division does not concur with SAC, Johnson, that the suggestion be adopted. It was decided that if a letterhead memo evaluating informants was stapled with one staple to the investigative report it would create a problem if the report was classified as the last page of a classified report must be stamped on the top and bottom of both sides. It was felt that stapeling the cover pages and a letterhead memo to a report by the use of one staple in the upper left-hand corner would interfere with the administrative handling of the report, administrative page and letterhead memo at the Bureau as in some instances when the report and letterhead memo are disseminated they are treated as separate pieces of mail and the letter disseminating them lists them separately. Also if the cover pages, report and memo were stapled in the upper left-hand corner by only one staple that upon removal of the staple the investigative reports which are normally the largest piece of mail would become completely disassembled.

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66-2435-2559
ENCLOSURE
2-8-61

ADDENDUM: (JCT:A0B 6/22/61)

The General Investigative Division sees no objection to stapling the letterhead memorandum evaluating informants behind the investigative report using only one staple. It does object, however, to the assembling of the administrative cover pages, report and letterhead memorandum using only one staple since it is frequently necessary to disseminate the second copy of the report containing cover pages. The fact that the cover pages are stapled together separately acts as a safeguard against disseminating those pages to an outside agency.

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66-2435-2559

ENCLOSURE

rgm

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI (66-2435)

DATE: July 7, 1961

FROM : SAC, New Orleans (66-1226)

SUBJECT: *O* REPORT WRITING - SECURITY CASES

I Reference is made to Paragraph E, SAC Letter 61-8, entitled "Streamlining Procedures - Channelizing Memoranda," which instructs in part that when a report is dictated, the agent will prepare a memorandum listing channelizing memoranda to be destroyed by serial or serial scope and requesting Chief Clerk's Office to destroy.

Further reference is made to Paragraph J, SAC Letter 61-31, entitled "Report Writing - Streamlining - Security Reports," which authorizes the use of a narrative-type statement setting forth the activities of a subject over a specified period of time as reported by informants. A sample report was attached.

It is suggested that in instances where the narrative-type report is used, that the channelizing memoranda (of informant reports) not be destroyed but that they be retained in the subject file so that the file will be complete. This will eliminate the possible necessity of having to go back to the original informant reports at some time in the future in order to determine the activity of the subject on some particular date.

2 - BUREAU
2 - NEW ORLEANS
MRK:eo
(4)

*Copy Detached
Div II
Jue*

REC-74

P
66-2435-2560

EX-113

8 JUL 10 1961

*Let to New Orleans
7/13/61
TDR/flm*

Jue

1 - Mr. J
1 - Mr. R

SAC, New Orleans (66-1226)

July 13, 1961

Director, FBI

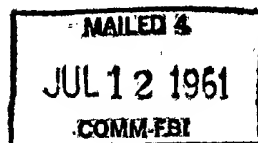
STREAMLINING PROCEDURES - CHANNELIZING MEMORANDA

Reurlet dated July 7, 1961.

Authority granted in SAC Letter 61-31 to use a narrative-type statement setting forth the activities of a subject over a specified period of time has limited application. In addition, it is little more than an extension of the rule authorizing the field to "lump" numerous meetings of a routine nature in security reports. The program for destruction of channelizing memoranda following submission of reports in security cases was initiated because of the increasing critical space problems experienced by some field offices.

The Bureau feels that to adopt your suggestion that channelizing memoranda not be destroyed in those instances in which narrative-type statements are utilized would defeat this purpose. It is further believed that there would not exist an extensive need for referral to original informant reports in the future in efforts to determine the activity of a subject on a particular date. In the limited number of instances in which this will occur, the original informant reports could be easily located within the field office files.

Your thoughtfulness in submitting this suggestion is, however, appreciated.



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Ingram _____
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TDR/fbm
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JUL 18 1961

MAIL ROOM ☒ TELETYPE UNIT ☐

#4-62

To: Director, FBI		From: (Suggester's name) <div style="border: 1px solid black; width: 150px; height: 30px;"></div>	Date July 10, 1961
SUGGESTION		Division of Assignment General Investigative	

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It is suggested that a Synopsis not be required in those cases wherein the Details of a report do not exceed one page, and the information is not required to be set forth on FD 302. In many short reports the Synopsis and Details duplicate one another as to content and as a result the Synopsis serves no useful purpose.

REPORT WRITING

Current practice or rule (Include manual citation as well as facts)

A Synopsis is required in every report.

Advantages of suggestion and annual savings (Include basis for estimate)

This suggestion would have the advantage of saving dictation time, transcription time, and supplies in short investigative reports such as those which merely report convictions, recoveries, contacts with U.S. Attorneys regarding prosecutive opinions, or proposed prosecutive action, etc.

Unable to determine or measure savings.

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Disadvantages of suggestion

None.

127 MA 35 8

(The use by the United States of my suggestion shall not form the basis of any claim upon the United States. I understand that I will be considered within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

by me, my heirs, or
suggestion is adopted
Special Agent
of Suggester

Recommendation and comments of Division Head

It is felt that this recommendation has some merit and should be favorably considered.

Albert L. McGuire Section Chief

Signature and Title

(Do not write in this space - for Bureau use only)

ack'd
7/14/61
SERIALIZED

REC-27
FBI

EX-118 REC'D - NYONE

5 JUL 17 1961

66-2435-256

✓

July 14, 1961

PERSONAL

REC-27

66-2435-2561

[redacted]
Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion regarding the elimination of a synopsis in certain types of reports. I am sure you will be interested to know that substantially the same suggestion was previously considered and not adopted because of disadvantages which would result.

Although your idea did not meet with a favorable decision in this instance, I appreciate your thoughtfulness in submitting it to me.

Sincerely yours,

J. Edgar Hoover

- 1 - Mr. Rosen
1 - Personnel file of SA [redacted]
JER:het (Suggestion #8-62 dated 7/11/61)
(5)

NOTE: Suggests elimination of a synopsis in those cases wherein the details of a report do not exceed one page and the information is not required to be set forth on an FD-302 (form for information that may become testimony) since, in many short reports, synopsis and details duplicate each other as to content. Substantially the same suggestion was made by SA [redacted] of the [redacted]

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52 JUL 21 1961 TELETYPE UNIT ☐

Chicago Office (Suggestion #1268-59 dated 5/28/59). At that time it was disapproved since it would create another exception to report writing rules. Further, it was doubted that there were many instances in which such a procedure could be used to any real advantage and it appeared unwise to have some reports with and some without a synopsis. Any typing saved would be quite small in volume. It was felt that most offices would experience no difficulty in handling this problem. The matter was discussed with the Inspection Staff which advised that, while the procedure would undoubtedly be advantageous in certain cases, notably applicant-type cases, it was questionable as to whether the saving in typing and dictation time would offset the disadvantage of having two ways for preparing reports in existence or the probability of instances of "crowding" details onto one page to circumvent the necessity of a synopsis. For these reasons it is felt the suggestion should not be adopted.

UNITED STATES GOVERNMENT

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Evans	_____
Malone	_____
Rosen	_____
Sullivan	_____
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Trotter	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

Memorandum

TO : Mr. Evans

DATE: July 10, 1961

FROM : W. V. Cleveland

SUBJECT: SUGGESTION # 2-62
STREAMLINING REPORTING OF
NEGATIVE AGENCY CHECKS IN
DEPARTMENTAL APPLICANT CASES

Reports

The Washington Field Office has suggested it be permitted to eliminate reports in reporting negative agency checks in Departmental Applicant cases and substitute a rubber stamped impression on the face of one of the reports in the case being sent to the Department. This suggests an extension of the approved streamlined reporting of negative agency checks in Atomic Energy Applicant and Bureau Applicant investigations.

This suggestion was made by WFO in June, 1953, and after due consideration was turned down. The reasons that made the suggestion not feasible at that time exist today. (66-2277-881)

In January, 1948, in view of the unprecedented number of applicant-type investigations that were being conducted for the Atomic Energy Commission, we streamlined the reporting of negative agency checks to permit WFO to return a copy of the order letter in lieu of a report, when the only lead for that office was to check agencies and when the results of the checks were negative. This procedure was approved by the Atomic Energy Commission and that Commission understands that appropriate agencies are checked and where the results are negative no comment is made in our investigative reports. In Bureau Applicant cases a similar practice is followed as reports in the 67 category are rarely ever transmitted outside the Bureau. (66-6200-116-778)

All Departmental Applicant investigative reports are furnished to the appropriate branches within the Department and we must account for all investigative steps. As recently as June 30, 1961, the Department requested to be advised as to what governmental agency checks are made, as it is interested in knowing the identity of the agencies involved. In view of this it is not deemed advisable to change our present procedure of reporting the results of the checks in an FBI report.

- 1 - Streamlining Committee (Mr. A.B. Fipp)
- 1 - Training and Inspection Division

Enclosure

CPH:mr

58 JUL 25 1961

(ADDENDUM BY TRAINING AND INSPECTION DIVISION ON PAGE 3)

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 166-2435
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 199 JUL 24 1961

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Memorandum for Mr. Evans

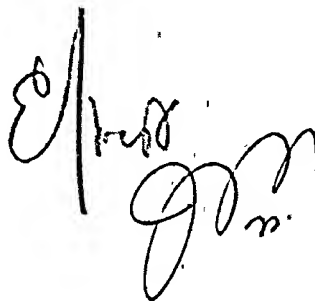
Re: Suggestion # 2-62

WFO's current suggestion proposes that the SOG obtain a stamp for each of the agencies checked which would be used to indicate a negative check had been made by affixing it to one of the investigative reports being transmitted to the Department. Such an operation is only removing the reporting step from the field office to the Bureau. This would create additional work at SOG, could cause error in transposing, and would lack uniformity.

This suggestion has been studied on several occasions, and, in giving it thorough consideration at this time, it is suggested that WFO may wish to consider its application to the investigations conducted for the White House, Congressional Committees, and Cabinet Offices. In these cases the results of the investigations are furnished in summary memoranda. It would not be necessary to have a report on negative agency checks. WFO could return a copy of the order communication appropriately stamped, which information would then be included in the summary memoranda. This procedure would be limited to very few cases as it can be applied when the only lead is to check agency files and the check is negative. The great majority of these cases require further investigation such as interviewing Senators in Presidential Appointments. However, WFO may wish to consider the application of its suggestion to this category.

ACTION:

The Special Investigative Division recommends against the application of this suggestion to Departmental Applicant investigations.

A handwritten signature, possibly reading "E. J. [unclear]", is written in dark ink. The signature is stylized with a large initial "E" and a long horizontal stroke.

ADDENDUM OF TRAINING AND INSPECTION DIVISION, JER:het, 7/14/61.

The Training and Inspection Division discussed the matter further with SA Clifford P. Hartley of the Special Investigative Division who advised that the Department wants the information in Departmental Applicant cases submitted in report form because of the dissemination the information is given. Also the submission of the information in the suggested manner would not be up to Bureau standards. In view of these objections, the Training and Inspection Division agrees that the suggestion should not be adopted. However, since the alternative of applying the suggested procedure to cases in the 161 classifications (Special Inquiries for White House, Congressional Committees, etc.) is offered, it is felt the Washington Field Office should be given the benefit of this information.

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RECOMMENDATION:

1. That the suggestion not be adopted. No further action is necessary regarding the suggester as he was thanked by prior letter.

2. On approval, that the attached letter be directed to the SAC, Washington Field Office for his information.



1 - Dona
1 - Dunn

SAC, Miami

July 25, 1961

Director, FBI

UTILIZATION OF CIA INFORMATION
IN REPORTS AND MEMORANDA

Report Writing

W Bureau has noted that in cases in the Cuban field
recipient offices, [redacted]

Referral/Consult

The above instructions should be called to the
attention of all agent personnel handling Cuban work.

2 - New York

JJD:b9
(7)

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REC-4

EX-107

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66-2435-2562

JUL 25 1961

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JUL 26 1961
MAIL ROOM ☐ TELETYPE UNIT ☐

UNITED STATES

Memorandum

TO : Mr. W. C. Sullivan *WCS*

DATE: July 19, 1961

FROM : Mr. J. F. Bland *JFB*SUBJECT: REPORT WRITING - STREAMLINING - SECURITY REPORTS

Tolson ☒
 Belmont ☒
 Mohr ☒
 Callahan ☒
 Conrad ☒
 DeLoach ☒
 Evans ☒
 Malone ☒
 Rosen ☒
 Sullivan ☒
 Tavel ☒
 Trotter ☒
 Tele. Room ☒
 Ingram ☒
 Gandy ☒

Following consideration by the Internal Security - Espionage Conference of May 8-9, 1961, the Bureau, by SAC Letter 61-31 (J) dated June 6, 1961, authorized the utilization of narrative-type statements when setting forth a subject's activities when reported by informants. This practice was limited to Security Index cases and is susceptible to use primarily in cases of extensive activity in subversive organizations.

A review of reports submitted subsequent to referenced SAC Letter indicates that the field, in some instances, is attempting to use this type reporting in cases in which little subversive activity has occurred. Detailed reporting is required in such instances in order to adequately judge the subject's potential dangerousness and continued Security Index status.

Other errors noted in submitting these reports include attempts to combine into one narrative statement information from several sources, failure to list specific number of meetings or other affairs attended by subject, and in some instances failure to list specific dates of activity, where required, or dates information received.

It is believed desirable to bring these omissions to the field's attention by SAC Letter.

ACTION:

If you agree, there is attached a proposed SAC Letter containing appropriate instructions. No Handbook or Manual changes necessary.

Enclosure *sent 7-21-61*
 100-358086 *WCS*

- 1 - Mr. Belmont
- 1 - Training and Inspection Div.
- 1 - Mr. W. C. Sullivan
- 1 - Mr. Bland
- 1 - Mr. Rushing

TDR/fbm
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INT. SEC.

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REPORTS

(D) REPORT WRITING - STREAMLINING - SECURITY REPORTS -- Reference is made to SAC Letter Number 61-31 (J) dated June 6, 1961.

Referenced SAC Letter authorized the utilization of narrative-type statements in security reports. It was pointed out that this particular type reporting was susceptible to use primarily in cases of extensive activity in subversive organizations.

A review of reports submitted subsequent to referenced SAC Letter reveals that attempts are being made to utilize narrative-type reporting in cases in which little subversive activity has occurred. In such instances the reports must be detailed in order to present as complete a picture as possible of the subject's activities in order that a proper determination may be made with respect to his Security Index status.

Instances have been noted of attempts to weave into one narrative statement information received from more than one source. This practice is contrary to the instructions contained in referenced SAC Letter.

In reporting that a subject has attended meetings of a particular organization during a certain period of time, the number of meetings must be specified.

When reporting a subject's attendance at a specific affair, set forth not only the date of the activity but the date the information was received. Likewise, in utilizing a narrative statement to report a subject's activities, you must specify the period of time covered. Following identification of the source to which the information in the narrative statement is attributed, specify inclusive dates of the informant reports; for example, T-1 (July 1, 1960, to June 15, 1961).

I want to again stress the necessity for reporting in detail all information tending to establish a person's knowledge of the basic aims and purposes of the subversive organization with which affiliated, as well as all information tending to establish that a subject holds revolutionary and/or anarchist beliefs.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/22/83 BY SP8 BTJ/dd

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O Reports

(F) REPORT WRITING -- Henceforth in the preparation of pending reports on individuals in the 65 (Espionage) and 105 (Internal Security - Nationalistic Tendency) classifications, only two copies are to be made for the office of origin.

8/1/61

SAC LETTER NO. 61-41

- 3 -

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57 AUG 17 1961

#76-62

Date

8/18/61

To:

Director, FBI

From: (Suggester's name)

SA

Division of Assignment

ALBUQUERQUE

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SUGGESTION

In typing synopses of reports, consider following:

1. Use figures for dates;
2. Use abbreviations for four specific U.S. Officers: AUSA, USA, USC, USM;
3. Use contractions in charges, i.e. "T 18 S 2312 USC" in place of "Title 18, Section 2312, U.S. Code."
4. Use accepted abbreviations in place of typing out states.

MR

REPORTS

RECORDED
AUG 21 1961

Current practice or rule (include manual citation as well as facts)

No uniform rule re abbreviations and contractions, as noted above.

BE USED IN

Advantages of suggestion and annual savings (include basis for estimate)

Typed lengths of synopses will be appreciably shorter, and:

1. Dates stand out when in figures;
2. These four officials, AUSA, USA, USC, USM, are well known and usage in synopses is obvious.
3. Shortened synopses makes charges easier to locate in the synopses, and saves typing and agent reading time.
4. Uniformity throughout Bureau.

In reviewing synopses of reports, the commonly sought-for items would tend to "stand out" in synopses. Some synopses, now using no abbreviations or contractions, could be cut in half in typed

Disadvantages of suggestion length and much easier read if suggestions adopted.

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b7C

(see page 2 for disadvantages)

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered to have assigned my right in this suggestion to the United States within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Recommendations and comments of Division Head

Agent

I think this suggestion has merit in connection with criminal type cases. As to the agency receiving dissemination, in the great (page 2)

Robert E. Ristner
SAC

(Do not write in this space - for Bureau use only)

Memo Melonetti
Made, 8/29/61, MYH

leback'd
8/24/61, MYH

REC-6

EX-105

66-7135-2564

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Page 2. .

Disadvantages:

In the few reports going to outside interested agencies, contractions in suggestions 2. and 3. may be confusing to uninitiated reader, but it is felt effort required to answer occasional question re abbreviation is far outweighed by savings in steno and agent reading time.

Comments:

majority of cases they are very familiar with our abbreviations and terminology. In regard to security reports, I do not feel the suggestion would be advantageous since many agencies only occasionally receive our communications and might not be familiar with our abbreviations and terminology.

August 24, 1961

PERSONAL

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REC'D-READING ROOM
FBI
AUG 24 4 12 PM '61

REC-6

EX-105

66-2435-2564

Federal Bureau of Investigation
Albuquerque, New Mexico

Dear [redacted]

I have received your suggestion that certain terminology be permitted in the synopses of reports. After careful consideration, it has been decided current instructions with regard to report writing fully cover this proposal. Your suggestion has also been received that a certain procedure be adopted with regard to changing the office of origin. This idea is being considered and you will be advised if it is adopted.

I appreciate the interest that prompted you to submit your ideas to me for consideration.

Sincerely yours,

J. Edgar Hoover

1 - SAC, Albuquerque

See Manual for Field Stenographer, Section 3, 17, page 12 which sets out permissible terminology in the preparation of synopses of reports.

1 - Personnel file of SA [redacted]
ML:het (Suggestion #76-62 and #77-62 dated 8/18/61)

NOTE: Suggestion #77-62 referred to the Domestic Intelligence, General Investigative, and Special Investigative Divisions views and recommendations.

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Suggestion #76-62 proposes that in typing synopses of reports the following be permitted: (1) use figures for dates; (2) use abbreviations for four specific U. S. Officers: AUSA, USA, USC, USM; (3) use contractions in charges, i. e. "T 18 S 2312 USC" in place of "Title 18, Section 2312, U.S. Code," and, (4) use accepted abbreviations in place of typing out states. Manual for Field Stenographer sets out the following, "Synopsis is a clear, concise, chronological summary of important facts in the details. Readily understandable abbreviations, such as CSC for Civil Service Commission and AUSA for Assistant United States Attorney, may be used. Numbers may be used for dates; i. e., 11/9/60. Use same margins used in details." It is felt this adequately covers this proposal.

66-2435-2564

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LB
REC'D - M

113-62

18/61

To: Director, FBI

Division of Assignment
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SUGGESTION

Original of Interview Report Form is prepared without a page number; is initialled by Agent and maintained for possible use as evidence. When number of copies of report needed exceeds nine, it is usually necessary to prepare report on stencil. This requires that the mimeograph clerk run off the required number of copies for the report as prepared on stencil and then block out the page number on one additional copy of each IRF so that it can serve as the "original" or "Evidence" copy. IRFs often exceed one page in length, and are placed at various places within a report. Unless it is clearly indicated to the mimeograph clerk which pages are IRF continuation pages and which are regular report pages, he spends considerable time in reading the stencil to make determination whether he is to prepare an extra copy without page number to serve as evidence copy. (continued below)

Current practice or rule (include manual citation as well as facts)

There is presently no uniform method of indicating to duplicating clerk which pages of report are IRF continuation sheets and require evidence copy.

Advantages of suggestion and annual savings (include basis for estimate)

Time saver -- mimeograph clerk does not have to read stencilled work to make this determination.

More efficient -- mimeograph clerk is GS 2 and does not have necessary experience to make determination quickly and accurately in all instances. (continued for above)

It is suggested that stenographers be instructed to place two asterisks at the top of each IRF page as an indication to the mimeograph clerk that an extra copy without page number must be prepared.

Disadvantages of suggestion

none known

37 ~~EXP. PROC.~~

AUG 21 1961

(The use by the United States of my suggestion shall not form the basis of a further claim of new matter by me, my heirs, or assigns upon the United States. I understand that I will be considered within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Chief Clerk and Title of Suggester

Recommendations and comments of Division Head

It is recommended that this suggestion be adopted. We have experimented with this system in the Baltimore Office and have determined that the placing of the asterisk on the stencil saves considerable time of the employee doing the mimeographing.

(Do not write in this space - for Bureau use only)

Signature and Title Edward J. Powers
Special Agent in Charge

REC-61

SEP 11 1961

28

SEP 11 1961

1961

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan *WCS*

DATE: August 22, 1961

FROM : Mr. F. J. Baumgardner *FJB*SUBJECT: INVESTIGATIVE REPORTS
STREAMLINING SUGGESTIONS

91-62

SYNOPSIS

- 1 - Mr. Belmont
- 1 - Mr. Mohr
- 1 - Mr. Sullivan
- 1 - Mr. Malone
- 1 - Mr. Baumgardner
- 1 - Mr. H. L. Edwar
- 1 -

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
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 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

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PURPOSE: To recommend two changes in report writing regulations which will result in streamlining... (1) eliminate requirement that all T-symbols in details of reports be prefixed with office abbreviation except where purpose is served by doing so; (2) permit reporting of dates in details of reports by use of numbers only. Also, to recommend furnishing New York Office (NYO), for training purposes, a revised version of a recently submitted report which has been streamlined by reduction from 52 to 32 pages and deletion of excess verbiage... accomplished by thoughtful organization and preparation. **ANALYSIS OF NY REPORT:** Attached is copy of a quarterly NYO report regarding Communist Party (CP) and revised version prepared by Internal Security Section, Domestic Intelligence Division. Size reduced by 38 per cent and considerable other streamlining accomplished. Substance and general organization of report not altered, only physical organization changed. Examples of devices utilized to eliminate verbiage and to streamline report: addition of blanket statement that all addresses are in New York City eliminated numerous phrases "New York, New York" throughout report; elimination of much verbiage by better organized manner of setting out information by schedules; elimination of numerous three to four line subheadings and legend words as no useful purpose served by their inclusion in report; use of permissible abbreviations for terms "street," "avenue" and "apartment," a total of 176 times. **MANUAL REQUIREMENTS:** It is presently required that all T-symbols in details of all reports be prefixed with office abbreviation, and in vast majority of cases, such prefix serves no useful purpose (occurred 242 times without purpose in studied NYO report). Necessity for prefixing occurs only in small percentage of cases (SGE and applicant-type reports and those having other-office inserts). Therefore, requirement should be changed to provide for exception only. Also, it is presently required that all dates in details of reports be spelled out. To effect streamlining, use of numbers only should be permitted in typing dates. No disadvantages to recommended changes apparent.

Enc.

SFP:kmo
(8)

EX-107

REC-13

66-2435-2566
AUG 21 10 13 AM '61

AUG 29 1961

JWG

Memo Malone
to Mohr, 9/6/61
M4 detlet ack'd
8/25/61, M4 det

Memorandum to Mr. Sullivan
RE: INVESTIGATIVE REPORTS
STREAMLINING SUGGESTIONS

RECOMMENDATIONS:

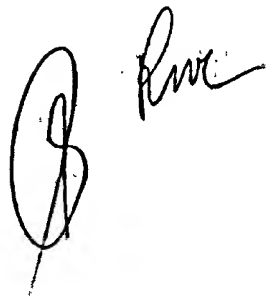
(1) This memorandum be routed to the Training and Inspection Division for its consideration as to the two Manual changes proposed: (a) change wording of Manuals to eliminate necessity for prefixing T-symbols in details of reports except where necessary; and (b) change Manual making it permissible to use numbers only for dates in details of reports.

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b7C

(2) If Manual changes approved, route memorandum back to Special Agent [redacted] Internal Security Section, Domestic Intelligence Division (Room 808, Riddell Building), for preparation of Manual changes.

(3) New York be furnished a copy of the revised version of its report of Special Agent [redacted] dated 7/20/61 at New York and captioned "Communist Party, USA, New York District, New York Division, Internal Security - C" along with a constructive letter for future guidance and training purposes. As it is intended to refer to the Manual changes, the letter to New York should be prepared after these changes have been approved. The recommended letter to New York will be prepared upon return of this memorandum to Special Agent [redacted]

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b7C



Memorandum to Mr. Sullivan
RE: INVESTIGATIVE REPORTS
STREAMLINING SUGGESTIONS

DETAILS

PURPOSE

(1) To recommend two changes in report writing regulations aimed at streamlining: (a) elimination of requirement that all T-symbols in details of reports be prefixed with office abbreviation, except where necessary because of use of inserts and in Security of Government Employees (SGE) and applicant-type reports and (b) to permit and encourage reporting of dates in details of reports by use of numbers only, i.e., 11/6/61 rather than November 6, 1961.

(2) For training purposes and future guidance, furnish New York Office (NYO) a revised version of a report recently submitted by that office, which revision reduced length of report by 38 per cent, from 52 pages to 32 pages, and also eliminated other extensive verbiage.....all accomplished by (a) thoughtful organization and preparation of report, and (b) elimination of T-symbol prefixes and use of numbers only for dates.

Analysis of New York Report

Attached to original only of this memorandum are the details only of the report of Special Agent [redacted] dated 7/20/61 at New York captioned "Communist Party, USA, New York District, New York Division, Internal Security - C." This is one of three quarterly reports required of NYO (12 per year) which deal almost exclusively with Communist Party (CP) activities in the NYO territory. Also attached to original of this memorandum is a revised version of this report prepared by the Internal Security Section of the Domestic Intelligence Division. In preparing this revision, no changes were made as to substantive content or as to general organization of the report. Extensive changes and deletions were made, however, for the purpose of streamlining and improving the physical organization of the report, details of which are set out below. The report was reduced in length from 52 pages to 32 pages, or by 38 per cent. Voluminous other reductions were also effected which are not represented by a reduction in pages.

Examples of Elimination of Verbiage

References to page numbers below are to the original report unless otherwise indicated.

Memorandum to Mr. Sullivan
RE: INVESTIGATIVE REPORTS
STREAMLINING SUGGESTIONS

(1) Report contains numerous addresses, most in New York City, including the various boroughs such as Brooklyn, the Bronx, et cetera, as well as various of the suburban cities and towns such as Flushing, Corona, Far Rockaway, et cetera. In the original report every address included the phrase "New York, New York," or other appropriate designations such as "Brooklyn, New York," "Bronx, New York." The revised version of the report eliminates considerable verbiage by use of following devices. A statement was inserted on the first page of the report, "All addresses in this report, except as otherwise indicated, are at New York, New York," thus eliminating all phrases "New York, New York" thereafter. Some subsections of the report, in describing activities within a particular area of New York City contained listings of addresses with cities indicated in each instance, such as "Brooklyn, New York" (examples pages 10-14). In such a situation, because it is likely significant that all addresses be shown as being in Brooklyn, a statement was added at the beginning of the listing, "All addresses are in Brooklyn, New York." This enabled the deletion of "Brooklyn, New York" after each individual address. Similar eliminations accomplished on pages 32-35. Further relative to reporting addresses, the original report, with few exceptions, spelled out New York State, "New York." The abbreviation "N.Y." is permissible and was used in the revision.

(2) Report contains several lengthy schedules of meeting places of CP groups. These schedules contain a heading "location" and below it appear lists of names of persons at whose homes the meetings took place and their addresses. In each instance, the person's name is preceded by a phrase "Residence of" (examples pages 3-6, 7-9, 15-17). This redundancy was avoided by prefatory statement, "All addresses are residences of persons indicated."

(3) Same schedules of meeting places referred to in (2) immediately above contain headings "Type and Date of Meeting." Below these headings the phrases "Meeting of," or "Meeting on," are constantly repeated. This redundancy was eliminated by deleting "Meeting of," and "Meeting on," (examples pages 3-6, 7-9).

(4) Report contains subsections listing members of various CP staffs and leadership groups. These listings were set out by typing of a three or four line underscored subheading containing person's name, street address, city and state and, in some instances, position. Below each of these subheadings appeared a very limited

Memorandum to Mr. Sullivan
RE: INVESTIGATIVE REPORTS
STREAMLINING SUGGESTIONS

sketch, usually only two lines in length, and which repeated the person's name (examples pages 18-19, 22-29). By inserting the street address after the person's name in the sketch, the entire three to four line subheading was eliminated.

(5) Two full pages, 20 and 21, of report were devoted exclusively to listing the names and addresses of 20 persons comprising a CP Council. Three lines were devoted to each of 20 entries (name, street address, city and state). The same information was reduced to one-third of one page (see middle of page 13 of revision).

(6) Pages 30-31 and 36-38 of report contain listings of persons comprising various leadership, council or similar CP groups. These listings contained the persons' names, addresses and sometimes also the position held. To the left of these listings appeared keys, such as "Name:", "Residence:", "Position:". These keys are repeated for each person. This is pure verbiage. The keys have been eliminated in the revision.

(7) At several points in the report (examples pages 38-39, 41-43, 45) appear listings of CP clubs with either a heading "Club" or a prefatory comment, such as "....following clubs:". Notwithstanding, there appears the word "Club" after the identity of each, such as "Corona Club," "Jamaica Club," et cetera. This is likewise redundant.

(8) Report was inconsistent in respect to use of abbreviations for such common terms as street, avenue and apartment. Abbreviations for such words, which are permissible, were used to some extent, but 176 instances were noted where they might have been used but were not.

All of the eight above-cited situations were of the type where deletions and revisions in the report were made within the "ground rules" of current regulations. In addition, the "NY" prefix to all T-symbols was deleted 242 times and the manner of typing all dates was changed 199 times by using numbers only. These latter two changes were made within the "ground rules" of the two proposed changes in regulations which this memorandum is recommending. It is noted, however, that the reduction of 38 per cent in the length of the report is the result of the eight cited situations and not the latter two. The latter two merely streamlined the typing rather than reduced the number of pages of the report.

Memorandum to Mr. Sullivan
RE: INVESTIGATIVE REPORTS
STREAMLINING SUGGESTIONS

Proposed Changes in Manual Regulations

(1) Manual of Rules and Regulations, Part II, Section 4, Page 19, states:

"Where T symbols are used in reports, the office submitting a report will prefix all T symbols therein with its office abbreviation unless, of course, inserts from another office are included in that report. If inserts from an office, other than the reporting office, are included in a particular report, all T symbols included in the inserts should be prefixed with the office abbreviation of the office which prepares the inserts."

Special Agents Handbook, Part I, Page 60, contains the same regulation as quoted above.

Manual for Field Stenographers, Section 3, Item 18f, Page 12, states:

"Each T symbol is to be preceded by the abbreviation of the office first reporting the informant's information."

For reasons set out hereafter under the heading "Observations," it is proposed that the Manuals be revised to provide for mandatory use of office prefixes only in those instances where a useful purpose would be served, such as in SGE and applicant-type reports and where reports contain inserts from other offices coupled with a use of T symbols in the report.

(2) Manual for Field Stenographers, Section 3, Item 18c, Page 12, states:

"Numbers may not be used for dates. Type November 9, 1960, rather than 11/9/60."

For reasons set out below under heading "Observations," it is proposed that the Manual be changed to permit, even encourage, the use of numbers only for dates in the details of reports.

Memorandum to Mr. Sullivan
RE: INVESTIGATIVE REPORTS
STREAMLINING SUGGESTIONS

OBSERVATIONS:

(1) First, in respect to the Manual changes proposed:

A) The requirement that T-symbols in reports be prefixed by the abbreviation of the office reporting the informant's information is believed to have had its genesis several years ago when the Bureau's major changes in report writing were necessitated by the Jencks decision. The presence of these office prefixes is to avoid confusion when a report prepared by one office contains an insert prepared by another office and both reporting and insert offices are using T-symbols. Under such circumstances, there might be two or more T-1s, T-2s, et cetera. Therefore, the use of an office prefix makes it clear that different informants are referred to even though the number after the T-symbol may be the same. It also is intended to avoid confusion in the case of SGE and applicant-type reports which are utilized by quasi-judicial bodies, such as loyalty hearing boards in adjudicating matters relating to the hiring and retention of employees. The use of other-office insert pages in investigative reports, coupled with the presence of T-symbols is a rarity. Also, SGE and applicant-type reports comprise only a very small percentage of all Bureau reports having T-symbols. It therefore is far more practical and realistic to word the rule to require office prefixes only in those exceptional instances where it is necessary to serve a useful purpose. This would eliminate the requirement for these prefixes in the 99.+ percentage of cases where not needed. The number of times these prefixes are being typed yearly, indeed monthly, in the uncounted number of reports being prepared throughout the field is a figure that would probably stagger one's imagination. There are no apparent disadvantages to the proposed change and all reasoning points to it as a decided streamlining advantage.

B) The requirement that dates be spelled out in investigative reports is believed out of step with our desire to streamline paper work consistent with accuracy and clarity. While it is recognized that more formal types of communications, such as letters to outside agencies and persons, ought to follow more formal procedures, including the typing of dates in full, it is believed that the same formality need not apply to investigative reports. Reports are prepared in very large numbers; some are voluminous. Reports are generally not read by the highest ranking officials either in the Bureau or at other agencies. At the Seat of Government, reports are generally read only at supervisory-desk or section

Memorandum to Mr. Sullivan
RE: INVESTIGATIVE REPORTS
STREAMLINING SUGGESTIONS

Referral/Consult

level. Likewise, it may be reasonably presumed that within the Department they are read by attorneys at supervisory levels and not by the Attorney General (AG), Deputy AG or Assistant AGs. A large percentage of our reports, particularly in the security field, are disseminated to Army, Navy and Air Force Intelligence

It may be similarly presumed that these reports are read by lower echelon officers and other personnel.

Just as our letters to outside agencies take on a degree of formality consistent with who we expect will personally see them, so too should we style our reports. Clarity and accuracy will not suffer. The numbers 11/2/61 mean November 2, 1961, and no other date. The use of numbers only will reduce typing of dates by one-half (this was arrived at by an actual count of characters typed under both methods). When one stops to think of the total number of times dates are set out in all Bureau reports, the streamlining advantages are readily apparent. No disadvantages are discernible. It is further observed that there presently exists some inconsistency by the field in complying with the requirement that all dates in the details of reports be spelled out. The New York report analyzed in connection with this study is a vivid example as there are many instances of dates being typed by both methods. Nevertheless, in 199 instances the manner was changed to the briefer version with a total of 1,194 less typed characters being required. An examination of recent quarterly CP reports reveals that such inconsistency is not uncommon, particularly with the longer reports from such large offices as New York, Chicago, Philadelphia, Los Angeles and others. In light of all the factors set out above, it is believed that the regulations should be revised to permit using numbers only in typing dates in the details of reports.

(2) The following observations are being made in respect to the various devices utilized in addition to the two requiring Manual changes which resulted in effecting a 38 per cent reduction in the page-size of the New York report as well as elimination of additional extensive verbiage: It is believed that if more thought and care had been given to the preparation of the New York report, both by the reporting Agent and the stenographers, the excess verbiage would have been avoided and it would not have been necessary for an example to be made of this report. It is felt, however, that the New York Office should be written, not in a critical but rather in a constructive vein. New York should be furnished a copy of the revision of its report and the various items enumerated in the analysis above should be pointed out. It is intended, also, to suggest that the New York Office use this revision for training purposes both with Agent and stenographic personnel.

August 28, 1961

PERSONAL

REC-13

100-2435-2566
Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Your suggestion has been received that certain requirements be amended with regard to report writing. Careful consideration is being given to your proposal and you will be advised if it is adopted.

I appreciate the thoughtfulness which prompted you to submit your observations to me for consideration.

Sincerely yours,
J. Edgar Hoover

- Mr. Sullivan

- Personnel file of SA [redacted]

ML:het (Suggestion #91-62 dated 8/22/61)

NOTE: Referred to the Domestic Intelligence, General Investigative and Special Investigative Divisions for views and recommendations. In addition to manual change proposal, suggester is commended sending to New York copy of reduced report as an example of brevity and reduction of verbiage. Training and Inspection Division feels this is certainly worthwhile and could be done separate from the handling of the suggestion being acknowledged above. Upon approval of this letter, sample reports will be returned to the suggester to handle.

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#89-62

Date

8/21/61

To:

Director, FBI

From: (Suggester's name)

SA CARY CARLTON

Division of Assignment

ALBUQUERQUE

SUGGESTION

It is suggested that in ~~unknown~~ subject cases such as bank robbery cases where the initial report and possibly even succeeding reports are aimed only at the identification of the unknown subjects, and many of these reports in bank robbery cases are very voluminous, that when the unknown subjects have been identified auxiliary offices be allowed to destroy these original reports for the purpose of saving considerable file space in the auxiliary offices. An example is at hand in this office at this time in which the Phoenix Division issued two voluminous reports in the early stages of a bank robbery case, trying to identify unknown subjects and these two reports would consume several inches of file space in the Albuquerque Office. The subjects have now been identified and these reports will apparently never serve a further purpose in this office.

Current practice or rule (include manual citation as well as facts)

In accordance with regular procedure all copies of these reports are retained until files are consolidated and extra copies of communications are destroyed. One copy of these voluminous reports is still retained permanently.

Advantages of suggestion and annual savings (include basis for estimate)

In auxiliary offices this procedure would enable the auxiliary office to destroy all copies of these voluminous reports and thus effect a saving of file space. There is no way to estimate a dollar savings.

Re PORTS

Disadvantages of suggestion

None.

EX-107

REC-20

66-2435

25/67

(The use by the United States of my suggestion shall not form the basis of assigns upon the United States)

☒

Mr.

☐

Mrs.

☐

Miss

Recommendations and comments of Division Head

I favor the adoption of this suggestion.

SAC

Signature and Title

(Do not write in this space for Bureau use only)

let ask
8/23/61
H4/4el

Memorandum
to Mr. Malone
8/30/61
H4/4el

let to SAC, Albuquerque
H4/4el 8/31/61

John O.
Paine

August 25, 1961

PERSONAL

66-2435-2567

Mr. Cary Carlton
Federal Bureau of Investigation
Albuquerque, New Mexico

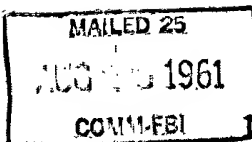
Dear Mr. Carlton:

I have received your suggestions concerning a method for handling unknown subject reports and proposing arrangements be made to have the current list and photographs of Top Ten Fugitives printed in each issue of a certain publication. These proposals are under consideration at the present time and you will be advised if they are adopted.

The interest you displayed in submitting these ideas to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover



- 1 - SAC, Albuquerque
- 1 - Personnel file of SA Cary Carlton
- ML:het (Suggestions #89-62 and #90-62 dated 8/21/61)
- (5)

NOTE: Suggestion #89-62 referred to the General Investigative, Special Investigative, and Training and Inspection Divisions for views and recommendations.

REC'D HWIR ROOM

Suggestion #90-62 referred to the Crime Records Division for views and recommendations

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Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

XEROX
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TELETYPE UNIT ☐

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READING ROOM
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63-6490
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#101-62

Date

8/29/61

To:

Director, FBI

From:

SA

Employee assigned to (Division)

NEW YORK

b6
b7C

SUGGESTION

Copies of reports wherein there are numerous names and aliases in the title forwarded to an auxiliary office for the purpose of covering leads should be accompanied by a cover memorandum in the following instances:

1. Where information contained in the report is of no interest to the auxiliary office after a lead is covered, e. g., interview of a relative concerning the whereabouts of a fugitive whom he may not have seen for an extended period of time or with whom he has had little contact.

2. Where activity of the subject is confined to an office of origin

(Cont'd. page 2)

Current practice or rule (Include manual citation as well as facts)

Manual of Rules and Regulations - Part II, Section 3, page 4 "C," (3. a, b, d, and 5. a); Part II, Section 3, page 6, "C," (7).

Advantages of suggestion

According to the Manual of Rules and Regulations, all names and aliases on incoming communications are to be searched and indexed. In many instances the information contained in the report itself is of no value to the auxiliary office nor will it ever be used, particularly if the field of activity of the subject is confined to another area of the country other than the auxiliary office. If the cover memorandum indicates that only the true name of the subject need be searched, subsequently an inestimable amount of time will be saved by the clerical employees, both from a searching standpoint and from a subsequent indexing standpoint.

(Cont'd. page 2)

Disadvantages of suggestion

None

Annual Savings (Show basis for estimate)

Savings cannot be estimated, but it will eliminate thousands of hours on the part of all offices conducting unnecessary searches and preparing unnecessary index cards which are retained for 20 years and which never will be used.

REC-53

66-2435-2568

(The use by the United States of any suggestion shall not form assigns upon the United States)

XEROX

XX

Mr.

Mrs.

or, my heirs, or

Special Agent

Recommendations and comments of Division Head

As proposed above in the suggestion, the elimination of all unnecessary searching and indexing unquestionably would result in a considerable saving of clerical time and expedite the flow of work through field offices.

Signature and Title

Special Agent in Charge

1961 OCT 11

66-2435-2568

UNRECORDED COPY FILED IN

SUGGESTION (Cont'd.)

far removed from the auxiliary office and there is no indication of past activity or anticipation of future activity in the auxiliary office, e. g., a credit card case with activity in California and Texas with a lead to New York to determine if there is any information under a specific alias used. In many of the credit card cases as many as 50 or 60 aliases will be used.

The cover memorandum should advise the auxiliary office that the searching of the indices and subsequent indexing of all names is unnecessary except under the true name of the subject for future identification of correspondence.

The office of origin should also advise that the report can be destroyed upon the completion of the lead.

Although it is recognized that leads of this nature can be forwarded by letter, in many instances it is more practical, particularly when several auxiliary offices have leads to cover, to receive copies of the report rather than the office of origin prepare separate leads to each auxiliary office. This would eliminate the necessity of the auxiliary office forwarding the report back to the office of origin, thus effecting an additional savings of clerical time.

ADVANTAGES OF SUGGESTION (Cont'd.)

In addition to the original work performed of searching the indices, these index cards must remain in the indices for 20 years and must be reviewed each time the names come up in another case. This can be a costly procedure over the years.

Although an Agent or Supervisor receiving the report can at present return the report to the office of origin and indicate that no index cards are being prepared because of "no interest" to the auxiliary office, actually considerable work has been performed when the report was originally received searching it through the indices. This

ADVANTAGES OF SUGGESTION (CONT'D.)

could only be eliminated if some sort of a signal in the form of a memorandum were given to the incoming mail clerk. If after review of the report by the supervisor, it is subsequently determined that a further search is necessary or indexing would be necessary over and above that contained in the cover memorandum, the supervisor could so instruct the chief clerk in the auxiliary office to perform this additional work.

September 1, 1961

PERSONAL

REC- 53

66-2435-2568

EX 100

[Redacted]

Federal Bureau of Investigation
New York, New York

Dear [Redacted]

I have received your suggestion that copies of certain reports be accompanied by a cover memorandum when they are forwarded to an auxiliary office for handling. Careful consideration is being given to your proposal and you will be advised if it is adopted.

I appreciate the interest which prompted you to submit your observations to me for consideration.

Sincerely yours,
J. Edgar Hoover

1 - SAC, New York
1 - Personnel file of SA [Redacted]
ML:het (Suggestion #101-62 dated 8/29/61)
(5)

NOTE: Referred to the Domestic Intelligence, General Investigative, Special Investigative and Training and Inspection Divisions for views and recommendations.

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MAILED 29
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COMM-FBI

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TELETYPE UNIT ☐

SEP 1 3 24 PM '61
FBI
RECD-READING ROOM

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FBI
RECD-READING ROOM

66-2277-1128-99

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UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Mohr

DATE: 8/30/61

FROM : J. F. Malone *JFM*SUBJECT: REPORTS
SUGGESTION #89-62 SUBMITTED BY
SA CARY CARLTON
ALBUQUERQUE OFFICE

Tolson	_____
Belmont	_____
Mohr	_____
Callahan	_____
Conrad	_____
DeLoach	_____
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Malone	_____
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SUGGESTION: That in unknown subject cases such as bank robbery cases where initial and possibly succeeding reports are aimed only at identification of the unknown subjects, when these subjects have been identified auxiliary offices be permitted to destroy the original reports.

PRESENT PROCEDURE: Suggester states all copies of these reports are retained until files are consolidated and extra copies of communications are destroyed. One copy of these reports is retained permanently.

ADVANTAGES: Proposed procedure would enable auxiliary offices to destroy all copies of these reports, which are sometimes voluminous, thereby saving considerable filing space.

OBSERVATIONS: SAC Rightmyer, Albuquerque Office, favored the adoption of this idea.

The General Investigative Division considered the suggestion and recommended it not be adopted. They advised, if the instructions issued in SAC Letter 61-32 dated 6/13/61 were followed, it should not be necessary for the Bureau to give authority for destruction of unnecessary reports. This SAC Letter instructed all field offices to exercise good judgment in the dissemination of voluminous bank robbery reports to surrounding offices and instructed that reports should be sent to auxiliary offices only in those cases where they are absolutely necessary in order to carry out investigations in the auxiliary offices. In instances where an unknown subject is identified and reports are no longer necessary in an auxiliary office, they felt it is still desirable to maintain one copy of the report in order to justify any investigative effort which had been made by that office.

ENCLOSURE
General Investigative Division also noted that instructions regarding the preparation of reports in a manner to preclude their becoming unnecessarily voluminous are quite explicit. Therefore, if the instructions concerning the dissemination of reports

Enclosure

ML:het
(2)

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REC-31

EX-107

66-2435-2569
25 SEP 1 1961
W

UNRECORDED COPY FILED IN 91-00

MEMORANDUM MALONE TO MOHR
RE: SUGGESTION #89-62

and the instructions concerning the preparation of reports are followed, no action should be necessary as set forth in the suggestion. They recommended the Albuquerque Office be advised that exercising good judgment in disseminating reports to auxiliary offices should preclude the necessity for any further rules to be made by the Bureau in this regard.

The Training and Inspection Division agrees with the General Investigative Division in this regard. Our basic report writing system is designed so that leads may be set out with a minimum amount of repetition. Existing rules state "Leads may be set out by letter when reports are lengthy, the offices have no real need for the reports, and paper, reading time, and filing space can be saved," (Manual of Rules and Regulations, Part II, Section 4(2)(b) I, page 14). Our ultimate aim is to get all offices to use this rule, by constant mention of it during In-Service training seminar on report writing, New Agents' training, etc.

RECOMMENDATIONS:

1. That the suggestion not be adopted. On approval, no further action is necessary with regard to the suggester as he was thanked by prior letter.

*JPM
pm w/408*

2. That the attached letter regarding this matter be forwarded to the SAC, Albuquerque.



*JPM
pm w/408
KHB
cm*

b6
b7c

BUREAU SUGGESTION NUMBER 89-62

SUGGESTION

SA Cary Carlton of the Albuquerque Office suggests that auxiliary offices destroy copies of voluminous bank robbery reports when they no longer serve a useful purpose would be effecting a saving of file space.

RECOMMENDATION OF THE GENERAL INVESTIGATIVE DIVISION

SAC Letter 61-32 dated 6-13-61 instructed all field divisions to continue exercising good judgment in the dissemination of voluminous bank robbery reports to surrounding offices. Reports should be sent to auxiliary offices only in those cases where they are absolutely necessary in order to carry out investigations in the auxiliary offices. Compliance with these instructions should avoid the situation mentioned by SA Carlton and, therefore, it should not be necessary for the Bureau to give authority for destruction of unnecessary reports.

In the situation where an unknown subject is identified and the reports are no longer necessary in an auxiliary office it is believed desirable to maintain one copy of the report in order to justify whatever investigative effort has been made by that office.

If Bureau instructions concerning the preparation of reports in a manner to preclude their becoming unnecessarily voluminous are complied with, along with the above Bureau instructions for dissemination of these reports, no action should be necessary such as is set forth in this suggestion. It is, therefore, recommended that this suggestion not be adopted and that the Albuquerque Office be advised that the exercise of good judgment in disseminating reports to auxiliary offices should preclude the necessity for action such as that set forth in this suggestion.

ABs
T. XEROX
JUN 1961
420

Memorandum to
Mohl, 8/30/61, H4let

left SAC Albuquerque
8/31/61, H4let
ENCLOSURE

66-2435-2569

SAC, Albuquerque

August 31, 1961

REC- 31

Director, FBI

REPORTS

Reference is made to the suggestion submitted by SA Cary Carlton dated 8/21/61 concerning the disposition of voluminous reports in unknown subject cases, particularly bank robbery cases.

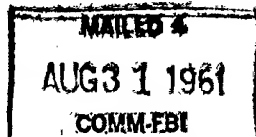
Your attention is called to SAC Letter 61-32(H) dated 6/13/61 concerning the use of good judgment by field offices in the dissemination of voluminous bank robbery reports and to the Manual of Rules and Regulations, Part II, Section 4(2)(b) I, page 14, regarding setting out leads in cases when reports are lengthy. It is felt compliance with these instructions eliminates the need for additional Bureau rules in this matter. In the event unnecessary reports of this type are received by your office, consideration should be given to returning them to the office which furnished them to you with the notation that report is not needed and report should be disposed of by the submitting office.

b6
b7c

ML:het
(4)

NOTE: Based on memorandum J. F. Malone to Mr. Mohr, 8/30/61, ML:het re: Reports Suggestion #89-62 Submitted by SA Cary Carlton Albuquerque Office.

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____



XEROX

SEP 5

64 SEP 7 MAIL 10

UNRECORDED COPY FILED IN 91-0-0

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Mohr

DATE: 9/1/61

FROM : J. F. Malone *JFM*SUBJECT: REPORTS
SUGGESTION #72-62 SUBMITTED BY
[REDACTED]

BALTIMORE OFFICE

Tolson	_____
Belmont	_____
Mohr	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Malone	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

b6
b7c

SUGGESTION: The original of an Interview Report Form is prepared without a page number, is initialled by Agent and maintained for possible use as evidence. When the number of copies of report needed exceeds nine, it is usually necessary to prepare report on a stencil. This requires that the mimeograph clerk run off the required number of copies for the report as prepared on stencil and then block out the page number on one additional copy of each Interview Report Form so that it can serve as the "original" or "Evidence" copy. These Interview Report Forms are often more than one page in length and are placed at various intervals within a report. Unless some method is clearly indicated to the mimeograph clerk which pages are continuation pages of Interview Report Form and which are regular report pages, considerable time is consumed in studying the stencil to determine whether an extra copy need be prepared without page number to serve as the evidence copy. Suggester proposes that stenographers be instructed to place two asterisks at the top of each Interview Report Form page as an indication to the mimeograph clerk that an extra copy without page number must be prepared.

CURRENT PROCEDURE: There is no uniform method of indicating to duplicating clerk which pages of report are Interview Report Form continuation sheets and require evidence copy.

ADVANTAGES: Proposed procedure would save time of the mimeograph clerk since he would not have to read stencil work to make this decision and suggester feels would make for more efficiency in this phase of the work.

OBSERVATIONS: SAC Powers, Baltimore Office, recommends that this suggestion be adopted. He advises this suggestion has been tried in the Baltimore Office with a decided saving in employee time.

The Training and Inspection Division, after careful consideration of this proposal, has decided the views of a representative number of field offices should be solicited in regard to this proposal since each office may have its own system for handling this procedure. It is felt the views of other offices are needed in this regard.

Enclosure

MML:het
(2)

EX-113 REC-13 66-2435-2570

MEMORANDUM MALONE TO MOHR
RE: SUGGESTION #73-62

before any definite action is taken on this suggestion.

RECOMMENDATIONS:

1. On approval, that the attached letter requesting recommendations and views of a representative number of field offices be forwarded.

HW

2. No further action is necessary with regard to the suggester until a decision is made from the results of this survey. Suggester has been thanked for this suggestion by prior letter.

HW



*PM
Purw SA*

b6
b7C

SAC, Chicago

September 5, 1961

REC-13

66-2435-2570
Director, FBI

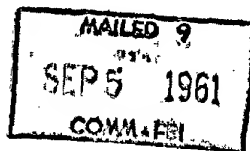
REPORTS

A suggestion has been received at the Bureau for consideration which applies to field office operations. It has been proposed in those instances in which the FD-302 is prepared on a duplicating master, and prior to the making of copies, a report page number of the report in which it will be inserted is placed on the master copy, that the stenographer place two asterisks at the top of the master (not to appear in the body of the finished product) as an indication to the clerk who runs off the copies that one copy must be prepared without the report page number thereon. This would apply to Form FD-302 itself and any subsequent pages of each FD-302.

It is felt each field office may have a method in use with regard to this problem. You are requested to give this matter your careful consideration and submit your views and recommendations to the attention of the Training and Inspection Division no later than September 12, next.

- 2 - Detroit
- 2 - Newark
- 2 - San Francisco

ML:het
(10)



b6
b7C

10 10 21
LBI
SEP 5 1961

NOTE: Based on memorandum J. F. Malone to Mr. Mohr 9/1/61
re: Reports Suggestion #73-62 Submitted by [redacted]
Baltimore Office.

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

66 SEP 22 1961

MAIL ROOM ☒ TELETYPE UNIT ☐

#105-62

Date

August 22, 1961

To:

Director, FBI

Division of Assignment
Baltimore

b6
b7C

SUGGESTION

All Mineographed reports over 15 pages be hole punched at the time they are assembled.

REPORTS

3X

b6
b7C

Current practice or rule (include manual citation as well as facts)

There is presently no rule in manual requiring pages be holepunched.

Advantages of suggestion and annual savings (include basis for estimate)

Considerable clerical time is used taking reports apart so that they may be hole punched. (especially when several copies are received)
This would save time not only for the office of origin but also for other offices receiving copies.

The extra large staplers could be eliminated therefor saving the expense of both staples and staplers.

Serials would be neater in that at present the slight variations in punching individual pages make for ragged appearance of serials.

Disadvantages of suggestion

None known

(The use by the United States of my suggestion shall not form the basis upon the United States. I understand that I will be considered within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Recommendations and comments of Division Head

REC-44 66-2435-2571
This suggestion would save considerable clerical time.
It is recommended that it be adopted.

EX 106

Special Agent in Charge
Edward J. Powers

(Do not write in this space for Bureau use only)

LBI
RECEIVED

AUG 31 1961

1st a/c
9/5/61

my
REC-44

66-2435-2511

September 5, 1961

PERSONAL

EX 106

[redacted]
Federal Bureau of Investigation
Baltimore, Maryland

Dear [redacted]

Your suggestion has been received that all reports over fifteen pages in length be prepunched at the time they are assembled. You will be interested to know that the same idea has been considered previously and not adopted. There are certain disadvantages which make adoption of this proposal inadvisable.

Although your suggestion was not adopted in this instance, I want you to know that I appreciate the interest you displayed in submitting it to me.

Sincerely yours,

J. Edgar Hoover

- 1 - SAC, Baltimore [redacted]
1 - Personnel file of [redacted]
ML:het (Suggestion #105-62 dated 8/22/61)
(5)

NOTE: Suggests that all mimeographed reports over 15 pages in length be prepunched at the time they are assembled. Suggester feels this would save clerical time used in taking reports apart for hole punching. She feels the use of extra large staples would be eliminated and the serials would remain in neater condition.

The matter of having holes punched in all white bond paper has arisen on several occasions in the past. While it may be desirable for FBI operations to have paper supplies prepunched,

(over)

REC'D-READING ROOM
F B I

SEP 5 4 33 PM '61

b6
b7C

MAILED 30

SEP - 5 1961

COMM-FBI

50 SEP 8
Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

MAIL ROOM

TELETYPE UNIT

b6
b7C

General Services Administration will not furnish prepunched paper because most Government agencies prefer not having their paper prepunched. Accordingly, it would not be practical to have all paper prepunched at SOG for distribution to the field because of the mailing expense involved. Also, the difference in hole spacing necessary for filing purposes make this procedure undesirable. For these reasons, this suggestion is not being adopted.

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: September 8, 1961

FROM : SAC, DETROIT

SUBJECT: REPORTS

Report Writing
Attention: Training and Inspection Division

Re Bureau letter to Chicago dated September 5, 1961, captioned as above.

and
It has been the practice of the Detroit Division that when a stenographer types an FD-302 on a mat for inclusion into an investigative report and it is known that an original of that FD-302 will be necessary for filing without a page number, the stenographer circles the page number with a non-reproducing pencil. This circle indicates to the clerk operating the multilith machine that a copy of that FD-302 must be prepared without a page number. The clerk then runs off the appropriate number of copies necessary for the report, after which with an ordinary rubber pencil eraser he removes the page number from the blanket on the blanket cylinder. While this is not in complete accord with the instructions contained in the manual for operating the multilith machine, it has been the Detroit Division's experience that it eliminates unnecessary delay caused by wiping the page number from the mat itself with chemicals and then running additional copies until the mat no longer produces an image on the blanket. *CS*

The above practice has proved to be both satisfactory and efficient and is very similar to the practice set forth in referenced letter.

- ② - Bureau - 1 cc detached *Sugg Desk 9/11/61 me*
1 - Detroit

JAL/mac
(3)

REC-69

66-2435-2572
14 SEP 12 1961

*Memo Malone
to Mohr 9/19/61
JER/let
let to sugg
9/20/61 JER/let
let to SACs
9/19/61 JER/let
EX-107
55 SEP 27 1961*

23 11 5 18 6H .21

LPI
55 SEP 27 1961

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 9/8/61

FROM : SAC, CHICAGO

ATTENTION: TRAINING AND INSPECTION DIVISIONSUBJECT: REPORTS *REPORT WRITING*

eb
S.T.

ReBulet, 9/5/61, requesting my views and recommendations concerning a suggestion received at the Bureau applying to field office operations in regard to Form FD-302.

I feel this is a very good suggestion. By marking the FD-302 at the top of the duplicating master with two asterisks, the clerk who runs off the copies knows exactly where an FD-302 ends in a report in instances where the FD-302 is more than one page in length and also which original pages of the FD-302 are to be run off without the report page number thereon. This method, I believe, is most accurate in insuring that the original FD-302 does not get numbered.

In viewing this procedure it does not appear that there are any disadvantages to the proposed suggestion; therefore, it is my recommendation that it be placed in effect.

② - Bureau - 1cc detached *Sugg Desk*
1 - Chicago *9/11/61*
JHG:HFM
(3) *me*

Memo Malone to Mohr, 9/19/61, JER/let
let to sugg 9/20/61, JER/let
let to SACS 9/19/61, JER/let

EX-112

REC-23

66-2435-2573

SEP 11 1961

b6
b7c

UNITED STATES GOVERNMENT

Memorandum

TO :

DIRECTOR, FBI

DATE: September 11, 1961

FROM :

SAC, SAN FRANCISCO

SUBJECT:

REPORTS

ATTN: TRAINING & INSPECTION DIVISION

Re Bulet to Chicago, September 5, 1961.

The San Francisco Office has, in the past, issued instructions to appropriate personnel in the mimeograph section and all stenographers that one copy of FD-302 should be prepared without the page number of the report being indicated thereon. This procedure has been satisfactory to date and has not been the source of any problem in the San Francisco Office.

The suggestion outlined in referenced letter has been discussed with the Chief Stenographer and personnel in the mimeograph section and it has been agreed that the use of two asterisks at the top of the duplicating master, not to appear in the finished product, is a worthwhile indication to the clerk running the copies that one copy must be prepared without the report page noted.

With reference to this procedure, San Francisco further recommends that in cases where the FD-302 is more than one page long that a double asterisk also be placed at the top of each additional page of the FD-302 in order that the clerk will be able at a glance to ascertain if there is more than one page to the FD-302. This will alleviate the necessity at times for the clerk to peruse the FD-302 to determine if it is more than one page in length.

CCs:

3 - Bureau - 1cc detached Sugg Desk 9/13/61
1 - San Francisco

JRD:pp
(4)

EX - 102

REC-42

66-2435-2574
14 SEP 13 1961

Memo Malone to
Mohr, JER/let
9/19/61

let to SACs
9/19/61 JER/let
23 WH .01

let to Sugg
9/20/61, JER/let

55 SEP 27 1961

TWC

UNITED STATES

Memorandum

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. W. C. Sullivan

DATE: September 6, 1961

FROM : Division Streamlining Committee

SUBJECT: SUGGESTION NUMBER 101-62

REPORTS

Domestic Intelligence Division (DID) comments have been requested regarding a suggestion submitted by SA [redacted] of the New York Office relating to setting out leads and searching and indexing of names. The committee does not feel this suggestion should be adopted in security cases and defers to the decision of the Criminal Divisions which appears to have the basic problem. SA [redacted] suggests that copies of reports wherein there are numerous names and aliases in the title, which are forwarded to an auxiliary office for the purpose of covering leads, should be accompanied by a cover memorandum in the following instances: (1) where information contained in the report is of no interest to the auxiliary office after the lead is covered; and (2) where activity of the subject is confined to an office of origin and there is no indication of past activity or anticipation of future activity in the auxiliary office. It is suggested the cover memorandum should advise the auxiliary office that the searching of the indices, and indexing of all names is unnecessary except under the true name of the subject for further identification of correspondence. The cover memorandum should also advise that the report can be destroyed on completion of the lead.

Current Practices:

The Manual of Rules and Regulations (Part II, Section 3, page 4, paragraph c) requires that index cards must be prepared on the names and aliases in the title of the report and (Part II, Section 3, page 6, number 7) requires indices search of names for file references if the main file is not known.

Committee Findings:

In security cases, it is believed desirable that the indices of each auxiliary office covering a lead should be searched for information concerning the subject and his aliases. The fact that the subject is located away from the auxiliary office should not be controlling as his name may well be in the auxiliary office indices, regardless of his whereabouts, because of past contacts and/or

EHM:fag (5)

1 - Sullivan

1 - Training and Inspection Division Suggestion Desk

1 - Donahoe

1 - Mossburg

ENCLOSURE

Memo Malone to Mohr, 9/2/61

XEROX

SEP 19 1961

57 SEP 21 1961

UNRECORDED COPY FILED IN 66-2435-2575

Memorandum to Mr. Sullivan
Re: SUGGESTION NUMBER 101-62

association with persons within the territory of the auxiliary office. In addition those auxiliary offices handling various repositories of Government records in some cases may have made prior checks concerning the subject which the indices would show and a record of the check in the auxiliary office's file would serve to eliminate some investigation. In criminal cases cited in SA [] suggestion there would appear to be instances where there would be a saving. However, it should be pointed out that Part 1, page 51, Section 14 b (2) of the FBI Handbook provides that leads can be set out by letter where reports are lengthy, the offices have no real need for the reports, and paper, reading time and filing space can be saved. It would appear that by adding instructions to a letter, setting out leads, that in certain instances (as cited by SA [] certain names in the title need not be searched or indexed by the auxiliary office. This additional instruction would appear to eliminate the need for a cover letter and report. b6
b7C

RECOMMENDATION:

It is recommended that this memorandum recording the DID as being opposed to the suggestion of SA [] as it relates to security matters and as deferring to the views of the General Investigative Division and Special Investigative Division regarding criminal matters be forwarded to the Suggestion Desk of the Training and Inspection Division.

SA
JWS
BEM

ADDENDUM GENERAL INVESTIGATIVE DIVISION FDT:ljg 9-6-61

The suggestion has merit and it is recommended that it be adopted, with modifications, on a trial basis.

The General Investigative Division does not agree with the idea of a separate cover memorandum being attached to the report. It is believed that it would be more desirable to set forth any special instructions on the title page (FD-263) of the report for the following reasons:

1. This would eliminate the necessity of preparing, attaching, forwarding, and maintaining an additional communication.

2. The special instructions such as the fact that only the true name of the subject is being indexed in certain auxiliary offices, would be permanently available to all offices receiving the report.

*Memo Malone
to Mohr, TVCph
9/2/61*

Jm

705

*23 11 54 AM '61
FBI*

b6
b7C

ENCLOSURE

SEP 19 1961

66-2435-2575

XEROX

2

SUGGESTION NO. 101-62

BY SA [REDACTED]

NEW YORK DIVISION

b6
b7C

ADDENDUM

JBE:sp

9/7/61

Suggestion aims at cutting down on searching and indexing of names and aliases in titles of reports in auxiliary offices where information contained in the report is of no interest to the auxiliary office after a lead is covered. SA [REDACTED] suggests that cover memorandum be used instructing that only true name be searched and indexed under these conditions.

b6
b7C

As pointed out in the suggestion, in many instances, leads of the type referred to should be forwarded by letter; however, when a report is used and searching and indexing of numerous aliases and names of no value to the auxiliary office, it would appear desirable that this work be eliminated where possible.

As an alternative to use of a cover memorandum, it is suggested that a stamp could be used by office preparing report, to be affixed to copies of report where applicable. It is recommendation of Special Investigative Division that favorable consideration be given to the suggestion.

*Memorandum to Malone
JBE:sp, 9/12/61*

66-2435-2575

ENCLOSURE

VERO

SEP 12 1961

2

UNITED STATES

Memorandum

TO : Mr. Mohr

DATE: 9/12/61

FROM : J. F. Malone

SUBJECT: REPORTS
 SUGGESTION #101-62 SUBMITTED BY
 SA [REDACTED]
 NEW YORK OFFICE

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Gale _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

REPORTS

SUGGESTION: That a cover memorandum accompany investigative reports where there are numerous names and aliases in the title forwarded to an auxiliary office for lead purposes; when information in the report is of no value to the auxiliary office after the lead has been covered; when activity of the subject is confined to the office of origin and there is no indication of past activity nor future activity of the subject in the auxiliary office territory. Purpose of the cover memorandum would be to indicate to the auxiliary office that a complete search of the title of the report is not necessary. Also, the office of origin would advise that the report could be destroyed after completion of the lead.

CURRENT PROCEDURES: Manual of Rules and Regulations Part II, Section 3, page 4,

"C" (3. a, b, d, and 5. a); Part II, Section 3, page 6 "C,"

(7). These regulations require that all names and aliases in the title of incoming communications be searched through the index, and if no current index card is found, that index cards are to be prepared on each name. The manual further provides that "Leads may be set out by letter when reports are lengthy, the offices have no real need for the reports, and paper, reading time, and filing space can be saved.", "Unnecessary aliases and variations in spelling are not to be set out in leads", and "Title of case should be set forth in its entirety where such information is necessary (emphasis supplied) to the investigation; otherwise, merely set forth name of principal subject and alias if appropriate."

OBSERVATIONS: Views were obtained from the Domestic Intelligence, General Investigative and Special Investigative Divisions. Domestic Intelligence Division recommends against adoption of the suggestion as it relates to security cases in view of the nature of those investigations where it would be important to know of the information in any given field office files relating to contacts of each subject under any and all aliases. General and Special Investigative Division feel that the Cover Page of reports, now in existence, should be used to "flag" unusual matters of interest to the Chief Clerk's Office, and recommended against a separate cover memorandum. Special Investigative recommended stamping appropriate copies of reports in some fashion to "flag" necessary action different from existing procedures.

1 - 66-2277

EX-113

REC-95

SEP 18 1961

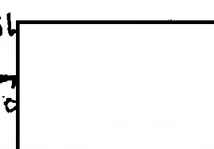
JVC:het

(3)

SEP 21 1961

66-2277-1

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MEMORANDUM MALONE TO MOHR
RE: SUGGESTION #101-62

Training and Inspection Division recommends against adoption of the suggestion. Existing manual instructions clearly point out the necessity of using full titles in correspondence only where necessary to the investigation. This matter is emphasized to the In-Service classes, New Agents, and periodically to the field through the medium of the SAC letter. The use of letters to set out peculiar leads is encouraged and provided for in the manual. Instances of the type stated by suggester are by far in the minority in our reporting system, and it is felt that the introduction of a new rule connected with this phase of our system would lead to utter confusion, faulty searching procedures, and a breakdown of our reference and index system.

RECOMMENDATION:

That suggestion not be adopted. On approval, no further action is necessary as the suggester has been thanked by prior letter.

HLA
JH
JH

UNITED STATES GOV

Memorandum

TO : Mr. Mohr

DATE: 9/6/61

FROM : J. F. Malone

SUBJECT: INVESTIGATIVE REPORTS
SUGGESTION #91-62 SUBMITTED BY
SA SEYMOR FRED PHILLIPS
DOMESTIC INTELLIGENCE DIVISION

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

b6
b7c

Reports

SUGGESTION: That two changes be made in ~~report~~ writing regulations as follows:
(1) eliminate the teletype abbreviation of field office from in front of T-symbols in details of reports, necessity for prefixing occurs only in a small percentage of cases (SGE and applicant-type reports and those having other officer inserts); (2) use numbers instead of spelling out dates in details of reports (this is permitted at the present time in the synopsis). Also, that New York Office be furnished a revised version of the actual report recently submitted by them, it has been rewritten incorporating above proposals as well as the elimination of much excess verbiage, to illustrate how a report can be written in a concise manner.

PRESENT PROCEDURE: It is required that all T-symbols in details of reports be prefixed with office teletype abbreviation. Also, it is presently the requirement that all dates in details of reports be spelled out.

ADVANTAGES: Suggester feels these proposed changes in report writing rules would help streamline this phase of our work.

OBSERVATIONS: The Domestic Intelligence Division considered the suggestions and recommended adoption of (1) regarding T-symbols with the exceptions mentioned in "suggestion" above, but recommended against adoption of (2) concerning using numbers instead of spelling out dates in details of reports. They felt prefixes are used to avoid confusion when a report prepared by one office contains an insert prepared by another office and both reporting and insert offices are using T-symbols. In view of the infrequency where inserts containing other T-symbols occur, they felt it is more practical to eliminate the field office prefix before T-symbols except where inserts from another field office containing T-symbols are included in the report and in SGE and applicant-type reports which are used by quasi-judicial bodies. They felt suggestion (2) might cause additional typographical errors, which would be hard to detect, resulting from the transposition of numbers. In addition, there are two ways to write dates; by month, day, and year or by day, month, and year. This could result in confusion by the recipients of our reports.

ML:het
(2)

62 SEP 25 1961

ENCLOSURE

EX-107

SEP 20 1961

TWO

MEMORANDUM MALONE TO MOHR
RE: SUGGESTION #91-62

The General Investigative and Special Investigative Divisions considered the suggestions and both agreed the rules should not be changed with regard to writing dates in these reports since it would only cause confusion to other agencies and would provide more chance for error in this regard. The Special Investigative Division felt present rule regarding T-symbols is satisfactory as far as reports in the Criminal Intelligence Program is concerned; moreover the SGE and LEUN Sections advised in connection with the evaluation of these cases by security officers and adjudication by outside agencies, it is essential that in the entire case there be only one T-symbol for a particular source whose identity is concealed, so that the reviewing agency is not misled by the impression that more than one source has furnished information through the use of more than one T-symbol for a particular source. The present regulation should not be changed with regard to these cases. The General Investigative Division advised the use of T-symbols did not apply to their work except for Ku Klux Klan and racial matter reports and since these T-symbols are always fully identified on the cover page of the report there would not appear to be any objection to adopting this change.

The Training and Inspection Division feels that suggestions should not be adopted. The current system of using teletype abbreviations with the T-symbols is of value in removing any doubt as to which office made contact or is using a source of information. Changing now would make an "exception" to the report writing rules and this is exactly what we have tried to eliminate from the general report writing rules. All offices are accustomed to this method and there are no "exceptions" connected with it. With regard to using numerals instead of spelling out dates in the details of the reports, it is felt this also should remain as it is at the present time. To change the rule at all, it would have to be generalized (numbers MAY be used instead of spelling out months in details of reports). It is felt this kind of a rule is not desirable when it can be specific in absolutely removing any doubt in the mind of the reader as to intent. In addition, the reason other agencies like FBI reports as well as they indicate is the completeness and the fact that they do stand by themselves, without a tremendous amount of extra research.

RECOMMENDATIONS: 1. That the suggestions not be adopted. On approval, no further acknowledgment is necessary with regard to the suggester as he has been thanked by prior letter.

2. On approval, the Training and Inspection Division will return the briefed version and sample of New York report to suggester for revision or notification by other means to the New York Office on excess verbiage in these reports.

INVESTIGATIVE REPORTS
STREAMLINING SUGGESTIONS
NUMBER 91-62

b6
b7c

Comments of Criminal Intelligence, Organized Crime and
Fugitive Section

Re memorandum of F. J. Baumgardner to W. C. Sullivan dated 8/22/61, setting forth suggestions that prefixing T symbols with office abbreviation be eliminated except in certain cases and also that dates be written entirely in figures.

Comment

Streamlining of reports can be effected in numerous ways without the suggested rules changes both of which serve to make exceptions to current report writing rules. Exceptions to rules cause confusion and in this instance one rule would apply to a certain type of communication while another rule would apply to another communication.

Good form generally requires that the month be written out when reporting dates. In European and military style, dates are written as 1 November 61. Use of 1/11/61 could conceivably cause a person accustomed to reading dates written in the other form to misinterpret 1/11/61 as November 1, 1961. Use of the number also increases the chance of error both in dictation and typing.

The present rule concerning T symbols is generally satisfactory as far as reports in the Criminal Intelligence Program are concerned. A possible advantage to the suggested change would be that it would further conceal the identity of an informant in that prefixing the T symbol by the office abbreviation would indicate the area in which informant is located. In certain instances this might provide a clue as to his identity.

This section concurs in the observations set forth in the memorandum of the Employees Security Section.

*Memo Malone
to Mohr, 9/6/61, 15 33 511.21*

66-2435-2577

*Ed
Gom*

[Signature]

ENCLOSURE

INVESTIGATIVE REPORTS
STREAMLINING SUGGESTIONS
NUMBER 91-62

b6
b7C

Comments of Security of Government Employees (SGE) and
Loyalty of Employees of the United Nations and
Other Public International Organizations (LEUN)

Re memorandum of F. J. Baumgardner to W. C. Sullivan
dated 8/22/61.

1. The recommendation is made that the requirement that all T-symbols be prefixed with office abbreviation be eliminated except in SGE and applicant-type reports.

Comment:

Suggestion does not affect SGE cases and should be clear that it does not affect LEUN cases which are in the same category as SGE cases. In connection with the evaluation of these cases by security officers and adjudication by outside agencies, it is essential that in the entire case there be only one T-symbol for a particular source whose identity is concealed, so that the outside agency is not misled by the impression that more than one source has furnished pertinent information through the use of more than one T-symbol for a particular source. The present use of the office abbreviation has made for clarity in these reports and the present regulation should not be changed with regard to these cases. It would appear that any change in the Manual at this time would only serve to make another exception in report writing which the field must keep in mind in submitting reports.

2. Certain recommendations were made with regard to eliminating excess verbiage in a quarterly report submitted by the New York Office regarding the Communist Party.

Comment:

The FBI Handbook (Part I, page 57) provides for topical headings in reports which the New York Office apparently has done in utilizing subheadings in its report. Use of such topical headings facilitates the review and reading of a lengthy report.

*Memo Malone
to Mr. 9/6/61
M.H.*

66-2435-2577
ENCLOSURE

It is felt that extreme brevity, omission of identifying data and use of many abbreviations can very well lead to lack of clarity in a report.

Page 5 of referenced memorandum makes reference to the "Corona Club" and "Jamaica Club" of the Communist Party and suggests eliminating the word "Club" and substituting a heading or a prefatory comment. Elimination of too much identifying data might be confusing as Corona can refer to a cigar and Jamaica to a race track.

It would appear that cutting excessive verbiage in a report to a bare minimum can be a time-consuming project in the field almost calling for the roughdrafting of a report before dictation.

Cam

UNITED STATES

Memo

TO : Mr. Belmont

DATE: 8/30/61

FROM : A. Rosen

SUBJECT: INVESTIGATIVE REPORTS
STREAMLINING SUGGESTIONS
NUMBER 91-62

Tolson	_____
Belmont	_____
Mohr	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Malone	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

REPORTS

b6
b7c

The Training and Inspection Division has requested the views of the General Investigative Division with regard to recommendation Number One appearing on page two of the memorandum from Mr. Baumgardner to Mr. Sullivan dated August 22, 1961. This recommendation is divided into two parts, one of which deals with the manner of identifying T symbols in the details of investigative reports and the other deals with the use of numbers to identify the month wherever dates appear in the details of investigative reports.

With regard to the use of T symbols in the details of reports, it is noted that presently manual regulations require that each time a T symbol is used, it be preceded by field office abbreviation. It was recommended that in the interest of saving unnecessary typing, the field office abbreviation be used only where necessary to avoid confusion such as in instances where one report contains inserts from various offices, each of which uses T symbols. This suggestion is pertinent to the work of the General Investigative Division only in Ku Klux Klan and racial matter reports since T symbols are not used in the details of reports in criminal cases. It is noted that the T informants are always fully identified on the cover page of the report and there does not appear to be any objection to adopting this change. The General Investigative Division concurs in this part of the recommendation.

It was also recommended in the memorandum from Mr. Baumgardner to Mr. Sullivan that the present rule which requires that the month be spelled out whenever a date is shown in the details of the investigative report be changed and that in the future the month be designated by its numerical symbol. The General Investigative Division does not concur in this recommendation for the following reasons:

1. It would appear that the possibility of error would be increased, and if one key were misstruck on the typewriter in designating the month, it would result in an incorrect date which could not be readily detected by proofreading.

1 - Mr. Sullivan
1 - Mr. Malone
WIM:asj
(6)

Memo Malone
to Mohr, 9/6/61
M.L.H.

EX-107

SEP 20 1961

SEP 20 1961

Memorandum to Mr. Belmont

2. Many of our investigative reports are disseminated to the military services, and the military services in designating dates cite the day of the month first followed by the month and then the year. This is contrary to normal procedure within the Bureau where the month is first listed followed by the date of the month and then the year. It would appear that this could result in considerable confusion when our reports are reviewed by the military services.

alm
ajm

GH 5/17

W3W

may

JBM

B
EB

UNITED STATES

Memorandum

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. W. C. Sullivan

DATE: August 30, 1961

FROM : Division Streamlining Committee

SUBJECT: SUGGESTION NUMBER 91-62

REPORTS

Domestic Intelligence Division (DID) comments have been requested regarding two suggestions submitted by SA [redacted] Internal Security Section, DID, regarding report writing. The committee recommends adoption of one suggestion and rejection of the other.

b6
b7CSuggestions:

SA [redacted] has suggested (1) that the requirement that all T-symbols in the details of reports be prefixed with the office abbreviation be eliminated except where necessary because of the use of inserts, and in Security of Government Employee and Applicant-type reports; (2) to report dates in the details of a report by use of numbers only, i.e. 11-6-61 rather than November 6, 1961.

Current Practices:

Regarding the first suggestion the Manual of Rules and Regulations, Part II, Section 4, Page 19, states: "Where T symbols are used in reports, the office submitting a report will prefix all T symbols therein with its office abbreviation unless, of course, inserts from another office are included in a particular report, all T symbols included in the inserts should be prefixed with the office abbreviation of the office which prepares the inserts."

Regarding the second suggestion the Manual for Field Stenographers, Section 3, Item 18c, Page 12, states: "Numbers may not be used for dates. Type November 9, 1960, rather than 11/9/60."

Committee Findings:

REC-92

66-2435-2579

The committee feels that the suggestion relating to eliminating the requirement, with the exceptions referred to previously herein, that all T-symbols in the details of reports be prefixed with office abbreviations has merit and should be adopted. The prefixes are used to avoid confusion when a report prepared by one office contains an insert prepared by another office and both reporting and insert offices are using T-symbols. In view of the infrequency where inserts containing other T-symbols occur, it is believed more practical and realistic to

EEM:fag

62 SEP 25 1961

1 - W. C. Sullivan

1 - Donahoe

1 - Mossburg

1 - Training and Inspection Division Suggestion Desk

EX-107

SEP 20 1961

EX-107

EX-107

TWON

Memorandum to Mr. Sullivan
Re: SUGGESTION NUMBER 91-62

eliminate the field office prefix before a T-symbol in all instances except where inserts from another office containing T-symbols are included in the report and in Security Government Employee and Applicant-type reports which are used by quasi-judicial bodies.

It is believed this suggestion will result in eliminating typing the office prefix in the large majority of situations.

The committee feels that the suggestion to change the Field Stenographer's Manual to permit the reporting of dates in the details of a report by the use of numbers only is not desirable. First, it makes possible errors which cannot be easily caught by reader where errors result from transposition of numbers. In addition, there are two ways of writing numerical dates, one by month, day and year and two by day, month and year. At present time we are receiving mail from some foreign governments and U.S. military agencies which do use the day, month and year method. This could result in confusion in the eyes of recipients of our reports.

RECOMMENDATION:

It is recommended that this memorandum recording DID as being in favor of the suggestion to change the Bureau's rule regarding use of field office prefix before T-symbols in details of report as referred to above and as being opposed to the suggestion to change the method of reporting dates in investigative reports be forwarded to the Suggestion Desk of the Training and Inspection Division.

Em
JD

Wel.

B
101-102
101-102
101-102

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 9/11/61

FROM : SAC, NEWARK (66-1520)

SUBJECT: REPORTS

Report Writing

Rebulet to Chicago dated 9/5/61.

Careful consideration has been given to the suggestion made concerning form FD 302. It is felt that this suggestion, if approved, would further complicate the numerous instructions we now have on the administrative handling of this form. We have had no difficulty without this rule and recommend it not be adopted.

b6
b7C

REC-72

EX-113

66-2435-2580

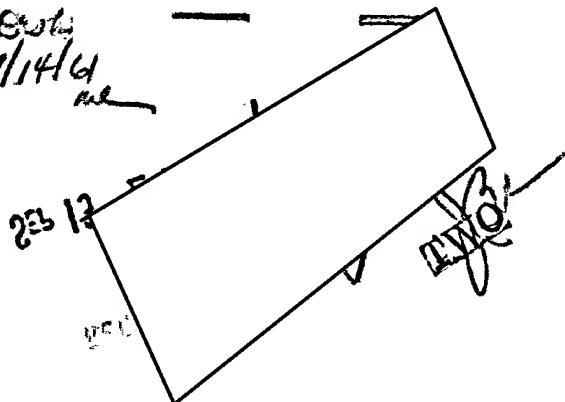
10 SEP 21 1961

2 - Bureau
1 - Newark
WCH:PMS
(3)

*Memo Malone
to Mr. [unclear], 9/19/61
JER/het*

*let to [unclear]
9/20/61, JER/het
let to SACs
9/19/61, JER/het*

139
55 SEP 27 1961



UNITED STATES

Memorandum

TO : Mr. Mohr

DATE: 9/19/61

FROM : J. F. Malone

SUBJECT: REPORTS

SUGGESTION #73-62 SUBMITTED BY

BALTIMORE OFFICE

Tolson	
Belmont	
Mohr	
DeLoach	
Conrad	
Watts	
Malone	
Rosen	
Sullivan	
Tavel	
Trotter	
Tele. Room	
Ingram	
Gandy	

SUGGESTION: That whenever it is necessary to prepare a report with sufficient copies to require its preparation on a stencil or other duplicating master, appropriate steps be taken to insure that one additional copy of any Interview Report Form (FD-302) be prepared without page numbers so it can serve as the "original" or "evidence" copy. These forms can appear at different places in the report and are often more than one page in length, so that unless some method is employed to clearly indicate to the mimeograph clerk which pages should be prepared without page numbers, considerable time is lost in studying the stencil to ascertain if "evidence" copies are needed. Suggester proposes that stenographer be instructed to place two asterisks at the top of each Interview Report Form page to notify the mimeograph clerk to prepare an extra copy without page numbers.

CURRENT PROCEDURE: There is no uniform method to indicate to mimeograph clerks which pages of a report are FD-302s (Form For Recording Information That May Become Testimony) and require an extra "clean" copy sans page numbers.

ADVANTAGES: Suggester feels ^{his} idea would promote uniformity in handling the reproduction of Form FD-302 when necessary and save time of mimeograph clerks.

OBSERVATIONS: SAC Powers of the Baltimore Office recommended adoption of the suggestion based on experience gained from using the procedure in that office.

The Training and Inspection Division solicited the views of four additional field offices on the matter. The Chicago and San Francisco Offices agreed that the suggestion was sound and worthwhile. The Detroit Office, advised that they were using a practice quite similar to that proposed and it had proven satisfactory and efficient for them. The Newark Office voiced the lone dissent. They advised that they had no difficulty at present and to adopt the suggested procedure would only complicate the numerous instructions now in existence on the administrative handling of Form FD-302.

JER:het

(2)

Enclosures

REC-72
EX-113

55 SEP 27 1961

10 SEP 21 1961


b6
b7C

MEMORANDUM MALONE TO MOHR
RE: SUGGESTION #73-62

b6
b7C

In view of the foregoing information, the Training and Inspection Division feels that there is merit in the suggestion and it should be brought to the attention of the field. In those instances in which a report is prepared on some form of duplicating master, there is no prescribed method in Bureau manuals to "flag" the fact to the clerk who is doing the duplicating, that one copy of Form FD-302 (Form For Recording Information That May Become Testimony) must be prepared without page numbers, to serve as the copy that is produced in court on motion of the defense. It is felt however, in view of the comments of the field divisions solicited, that this can be suggested to the field more appropriately in the form of an SAC Letter rather than making it a manual insert.

RECOMMENDATION:

1. That the suggestion be adopted in essence and the attached letter of appreciation be sent to 

b6
b7C

WST HEN JR

2. On approval, that the attached SAC Letter be directed to the field—^{sent to field} suggesting use of the proposed procedure for handling this operation if it is a problem in a particular field office.



WST

HEN

WST

HEN

JR

sent to field
by
OK
9/20
5:10 pm
JED

153-62

Date

September 15, 1961

To: Director, FBI From: (Suggester's name) Chief Clerk Division of Assignment SPRINGFIELD b6 b7C

SUGGESTION It is suggested that the Bureau establish a rule requiring all Field Divisions when preparing any report, letter, airtel, or other communication, consisting of more than 25 pages, that all copies of such communication be punched before being dispatched.

REPORT WRITING

Current practice or rule (include manual citation as well as facts) Many communications consisting of more than 25 pages are being punched by the preparing office prior to dispatch; however, not all and there is no rule concerning the matter. Considerable time is lost by receiving office removing staples so that it can be punched.

Advantages of suggestion and annual savings (include basis for estimate)

The adoption of this suggestion would enable offices when receiving copies of such communications to handle same without taking time to remove staples, etc., in order to punch same prior to placing in the file. Additional time would be required to punch these communications by the preparing office, however, this would be more than offset by the time saved in handling such communications received from other offices. The figure of 25 copies is being recommended since this represents the capacity of the "Marvel" and "Acco" two-hole paper punches. Communications with less than 25 copies can, of course, be punched without removing the staples.

Disadvantages of suggestion

None

EXP. PROC.

26 SEP 21 1961

(The use by the United States of my suggestion shall not form the basis of any claim upon the United States. I understand that I will be considered within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

e, my heirs, or
gession is adopted

Chief Clerk

suggester

Recommendations and comments of Division Head This suggestion has considerable merit and would certainly be a timesaver to all of the receiving offices. The office preparing the report can more efficiently and more economically punch the report than can the receiving offices. It is recommended the Bureau give favorable consideration to this suggestion.

(Do not write in this space - for Bureau use only)

let ack'd
9/26/61, JEP/ker

REC-35

EX-106

66-2435-10582

SEP 21 1961

b6
b7C

③ - Bureau
1 - SI 66-2360

Personnel File

66-2435-2582

September 26, 1961

PERSONAL

EX 106

Federal Bureau of Investigation
Springfield, Illinois

Dear [redacted]

Your suggestion concerning the preparation of lengthy communications consisting of numerous pages has been forwarded to me. I am sure you will be interested to know that previous instructions to this effect have been issued to the field. In view of this fact, no further action is being taken on your proposal.

The interest which prompted you to submit your idea to me is nonetheless appreciated.

Sincerely yours,
J. Edgar Hoover

MAILED 30

SEP 26 1961

COMM-FBI

1 - SAC, Springfield
Bureau Bulletin #41 (H) dated 10/4/51 entitled Assembling of Mimeographed Reports, noted that in the preparation of lengthy reports which are designated to other offices and the Bureau without the necessary holes for filing purposes being punched, it obviously requires more time to punch such holes after receipt than before assembly. It was therefore suggested that such holes be punched prior to dissemination of such reports by the offices preparing them.

1 - Personnel file of [redacted]
JER:het (Suggestion #153-62 dated 9/15/61)
(5)

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

edm

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b7C

b6
b7C

SEP 27 2 40 PM '61

b6
b7C

RECEIVED
FBI

12 MAR 6 1962

[Handwritten signature]

(over)

NOTE: Suggests that the Bureau establish a rule requiring all Field Divisions, when preparing any report, airtel, or other communication consisting of more than 25 pages, to hole punch all copies of such communication before dispatching it.

Bureau Bulletin #41 (H), dated 10/4/51 stated: "It has been noted that field offices frequently prepare lengthy mimeographed reports which are designated to other offices and the Bureau without the necessary holes for filing purposes having been prepunched. . Obviously it requires more time to punch such holes after receipt than would have been required in the original instance had holes been punched before the report had been assembled. It is, therefore, suggested that the holes be punched in such reports prior to their dissemination by the office preparing the report." It is felt these instructions adequately cover the subject matter of the suggestion.

66-2430

September 20, 1961

PERSONAL

b6
b7C

[Redacted]

Federal Bureau of Investigation
Baltimore, Maryland

Dear [Redacted]

Reference is made to your suggestion concerning the preparation of particular pages in reports. I am pleased to advise you that your idea is being brought to the attention of the field as a means of handling this procedure if needed in any field office.

Your continued interest in improving our administrative procedures is indeed appreciated.

Sincerely yours,
J. Edgar Hoover

b6
b7C

MAILED 30

SEP 20 1961

COMM-FBI

- 1 - SAC, Baltimore
- 1 - Personnel file of [Redacted]
- JER:het (Suggestion #73-62)
- (5)

NOTE: Based on memorandum J. F. Malone to Mohr, 9/19/61.
JER:het re: Reports Suggestion #73-62 Submitted by [Redacted], Baltimore Office.

- Tolson _____
- Belmont _____
- Mohr _____
- Callahan _____
- Conrad _____
- DeLoach _____
- Evans _____
- Malone _____
- Rosen _____
- Sullivan _____
- Tavel _____
- Trotter _____
- Tele. Room _____
- Ingram _____
- Gandy _____

234
22 OCT 6 1961

MAIL ROOM TELETYPE UNIT ☐

X-102

REC-121

19 OCT 3 1961

PERS. FILES

SEP 20 2 52 PM '61
REC'D-READING ROOM
FBI

MAILED 15 732

66-2430-2583

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. DeLoach

DATE: 10-24-61

FROM : M. A. Jones

SUBJECT: SUGGESTION RE NUMBER OF COPIES
OF REPORTS MAINTAINED IN BUFILES
226-62

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

b6
b7C

Attached is a self-explanatory
suggestion submitted by [redacted]
of the Crime Records Division dated October 20,
1961, which deals with the above-captioned matter.

RECOMMENDATION:

For consideration by the Suggestion Desk
of the Training and Inspection Division.
Enclosure

- 1 - Suggestion Desk
- 1 - Mr. DeLoach
- 1 - Mr. Malone

JMM:par
(5) *par*

ENCLOSURE

XEROX

OCT 31 1961 *rum*

22 OCT 30 1961

CRIME RESEARCH

NOT RECORDED
46 OCT 31 1961

ENCLOSURE

62 NOV 6 1961

ORIGINAL COPY FILED IN 106-5439-289

October 20, 1961

SUGGESTION

#226-62

In the course of reviewing some files, I noted that often there are 3, 4 or even 5 copies of one report in a file. It occurs to me that much space could be saved by limiting the number of copies of one report placed in any given file.

EXAMPLE: File #100-368054 -- Serial 15 is a letter from WFO enclosing a Report from WFO dated 4/22/54 (10 pages) and consists of the original of the report plus 5 copies--or 60 pages where 10 would be sufficient.

In the same file, serial 3 is a 9-page report from WFO behind which are 5 copies of the same report.

b6
b7c



ENCLOSURE

66-2135-

ENCLOSURE

XEROX

OCT 31 1961

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI (66-2435)

DATE: 10/31/61

copy
FROM : SAC, ST. LOUIS (66-2347) (P)

SUBJECT: ○ APPEALS IN BUREAU CASES

Re Little Rock letter to Bureau dated 10/17/61.

pc
On 10/31/61, SA [] ascertained from the records of the U. S. Court of Appeals, 8th Circuit, St. Louis, Missouri, Docket Number 16741, that the following case had been submitted to the Court:

b6
b7c

[] Individually
and As Next Friend of []
[] T AL. Vs. United States,
Civil Action No. 3529, United States
District Court, Eastern District of
Arkansas (Western Division), Arkansas
FTCA
Bufile: 120-5132

The St. Louis Office will follow and report further action by the U. S. Court of Appeals.

- ③ - Bureau (66-2435)
(1 - 120-5132)(1 - 120-4931)
- 3 - Little Rock (66-810)
(1 - 120-89)(1 - 120-85)
- 2 - St. Louis

JSB:pjc
(8)

REC-39

A
66-2435-2584

13 NOV 2 1961

EX-113

fs
64 NOV 8 1961

120-5132-
UNRECORDED COPY FILED IN 120-4931-

UNITED STATES GOVERNMENT

Memorandum

TO : MR. TAVEL *ST*

FROM : L. E. SHORT *LS*

SUBJECT: SUGGESTION 226-62

DATE: 10-27-61

Tolson _____

Belmont _____

Mohr _____

Callahan _____

Conrad _____

DeLoach _____

Evans _____

Malone _____

Rosen _____

Sullivan _____

Tavel _____

Trotter _____

Tele. Room _____

Ingram _____

Gandy _____

Crime Records Division, has suggested that extra copies of investigative reports in Bureau files be destroyed.

b6
b7C

Bureau has previously approved and the Records Branch is currently pursuing a program of destroying extra copies of investigative reports. To date, the contents of 6,643 file cabinet drawers have been reviewed and material representing 2,681 file cabinet drawers destroyed. Inasmuch as a program is underway to destroy extraneous copy material, additional action on the part of the Records Branch is not necessary in connection with this suggestion.

RECOMMENDATION:

For referral to the Training and Inspection Division.

LES:bpr
(3) *LS*

ST
10/27

*Memo Malone to make,
11/1/61, ML/jm*

66-2435

NOV 3 1961

NOT RECORDED
145 NOV 7 1961

TWO

7114

62 NOV 14 1961

NOV 7 1961
XEROX

ORIGINAL COPY FILED IN 66-5439-246

Mr. Mohr

11/1/61

J. F. Malone

**COPIES OF CORRESPONDENCE
SUGGESTION #226-62 SUBMITTED BY**

CRIME RECORDS DIVISION

SUGGESTION: That the number of copies of one report placed in any given file be limited.

PRESENT PROCEDURE: Suggester states in the course of reviewing some files has noted there are often 3, 4 or even 5 copies of one in a file.

ADVANTAGES: Suggester feels a great deal of space could be saved by limiting these copies of reports placed in file.

OBSERVATIONS: The Files and Communications Division and the Domestic Investigations Division considered this suggestion and felt that present reports should take care of this proposal. The Manual for Bureau Supervisors, page 13, paragraphs 26 and 27, provides for destruction of extra copies of such correspondence and states "While reviewing files, supervisors should be on the alert for files which contain a large volume of excess copies. These files should be referred to the Correlation Section of the Records Branch to determine if the excess copies can be destroyed. Substantive supervisors are authorized to destroy all surplus copies of reports, letters, memoranda, etc., prior to sending the original document to file to eliminate the unnecessary filing of copies of documents for which no further need exists." Additionally, a program is currently underway in the Records Branch whereby extra copies of investigative reports are being destroyed. The Files and Communications Division stated, since this program is underway, additional action on their part is not necessary.

The Training and Inspection Division agrees with above views. It is felt steps that are being taken at the present time to rid files of extraneous material are entirely adequate.

NOT RECORDED

145 NOV 7 1961

RECOMMENDATION:

That the suggestion not be adopted. On approval, no further action is necessary with regard to the suggester as she was thanked by prior letter.

1- Bufile 66-2435

ML:jmh

(3)

64 NOV 15 1961

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Cleveland *WMM*

DATE: 11-15-61

FROM : C. J. Henry *CSO*SUBJECT: SUGGESTION
#284-62

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

Investigative Reports
hard information delete

** Jackson* It is suggested that the field be instructed to delete from FD-302 the fact the individual interviewed is a former Special Agent of the FBI.

FD-302 is the form used by the field in report writing in reporting information that may become testimony in a legal proceeding. It is believed that setting forth that a person is a former Special Agent of the FBI is not desirable as the FD-302 will not contain any information concerning the former Special Agent's performance while employed by the FBI or any information concerning the circumstances surrounding his separation from the Bureau. Information concerning former Special Agent status can be set forth on a separate page in the report immediately following the FD-302 containing information obtained during the interview or set out in the administrative section of the report.

RECOMMENDATION

It is recommended this be routed to the Training and Inspection Division for consideration.

1 - Training and Inspection Division

CJH:tjl
(5)

EX-115

REC-96

66-2435-2585

NOV 20 1961

Let Ack'd
11/17/61, JFR/mk

Memorandum to make
11/24/61, mk/jmk
2 50 VH .21



4
REC-96

66-435-2585

November 17, 1961

PERSONAL

EX-115

Mr. Charles J. Henry
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Henry:

Thank you for your suggestion regarding the procedure used to report information that may become testimony. Your proposal is being carefully considered and you will be advised if it is adopted.

I appreciate the interest which prompted you to submit this idea to me.

Sincerely yours,

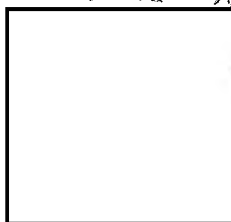
J. Edgar Hoover

1 - Mr. Evans
1 - Personnel file of Mr. Charles J. Henry
JER:jmh (Suggestion #284-62 dated 11/15/61)
(5)

NOTE: Referred to Domestic Intelligence, General Investigative and Training and Inspection Divisions for views and recommendations.

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

MAILED 20
NOV 17 1961
COMM-FBI



MAIL ROOM ☐

TELETYPE UNIT ☐

REC'D - D'33N
FBI
NOV 17 15 15

NOV 17 3 14 PM '61
REC'D-READING ROOM
FBI

b6
b7C

UNITED STATES GOVERNMENT

RA. Memorandum

TO : Mr. Mohr

DATE: 11/17/61

FROM : J. F. Malone

SUBJECT: ~~REPORTS~~

Investigative Reports

Tolson _____
 Belmont _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____

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b7C

We have received suggestions from time to time regarding the punching of the necessary holes for filing in lengthy reports prepared in the field. A check with the Files and Communications Division indicated a marked lack of prepunching of reports incoming from the field. Previous instructions, issued in Bureau Bulletin #41, series of 1951, dated October 4, 1951, had advised the field that when lengthy mimeographed reports, which are designated for other offices and the Bureau, are prepared, it obviously requires more time to punch them for filing on receipt than when being assembled. Accordingly, it was suggested to the field that such reports be punched prior to dissemination by the office preparing them.

While these prior instructions have been issued, it is felt that the lapse of time since their utterance makes it advisable that they be reiterated for the guidance of the field.

RECOMMENDATION:

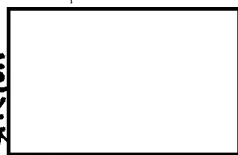
That the attached SAC Letter be approved.

b6
b7C

Enclosure

JER:jmh

(2)



NOV 17 8 05 AM REC-30

RECEIVED DIRECTOR

66-2435-2586

17 NOV 20 1961

66 NOV 27 1961

EX-113

2-jmh

#318-62

b6
b7C

Date

November 17, 1961

Division of Assignment

Special Investigative Div.

To: Director, FBI

From: SA

SUGGESTION

That Form FD-323 (copy enclosed) be amended by deleting the sentence "All sources (except any listed below) used in referenced communication have furnished reliable information in the past." and substituting the following: "All sources (except any listed below), whose identities are concealed in referenced communication, have furnished reliable information in the past."

REPORTS

Current practice or rule (Include manual citation as well as facts)

Manual of Rules and Regulations, Part II, Section 4.C.20, pages 6 and 7, and FBI Handbook, Part I, page 40, require that investigative (continued on page 2)

Advantages of suggestion and annual savings (include basis for estimate)

Adoption of suggestion would make crystal clear that comments in the letterhead memorandum concerning reliability and evaluation relate only to sources whose identities are concealed in the report.

NOV 15 1961
FBI
REC'D

Disadvantages of suggestion

None

b6
b7C

(The use by the United States of my suggestion shall not form the basis of any assignment upon the United States. I understand that I will be considered within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion has merit and should be referred to Training and Inspection Division for further consideration.

Assistant Director

(Do not write on this page - for Bureau use only)

NOV 27 1961
ENCLOSURE

NOV 11 1961

REC-336-2435-2587

FBI
REC'D

NOV 27 1961

MEMO Division of Training and Inspection, Comm. to Sullivan
NAB: lya 11/29/61
ADDENDUM TO DIVISIONAL 11/30/61

UNRECORDED COPY FILED IN 11-3482

Current practice or rule - (Continued)

reports, no matter what type investigative matter is being reported, shall contain no statement as to reliability of persons interviewed, and, where T symbols are authorized, the reliability and evaluation of sources shall be set forth in letterhead memorandum form suitable for dissemination. It is stated that Form FD-323 may be used for this purpose. The Manual of Rules and Regulations (Part II, Section 4.F.1(3), page 34, provides that reliability and evaluation of ~~sources shall be reported in letterhead memoranda in applicant,~~ conscientious objector, security of Government employees, and security-type cases and that Form FD-323 may be used for this purpose.



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

*In Reply, Please Refer to
File No.*

Title

Character

Reference

All sources (except any listed below) used in referenced communication have furnished reliable information in the past.

66-2435-2587

REC-33 66-2435-2587

November 24, 1961

PERSONAL

b6
b7C

EX 104

[Redacted]
Federal Bureau of Investigation
Washington, D. C.

Dear [Redacted]

I have received your suggestion that a certain revision be made in the format of Form FD-323. Careful consideration is being given to your proposal and you will be advised in the event it is adopted.

The interest you displayed in submitting this idea to me is indeed appreciated.

b6
b7C

MAILED 4

NOV 24 1961

COMM-FBI

Sincerely yours,

J. Edgar Hoover

- 1 - Mr. Evans
1 - Personnel file of SA [Redacted]

MLm

(5) (Suggestion #318-62 dated 11/17/61)

NOTE: Referred to the Domestic Intelligence Division for views and recommendations.

b6
b7C

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

NOV 28 1961

62 DEC 28 1961

MAIL ROOM

TELETYPE UNIT

[Redacted]

#335-62

Date

November 21, 1961

To:

Director, FBI

From

SA

Division of Assignment

MILWAUKEE

b6

b7C

SUGGESTION

On page 33, paragraph 47A (reporting rules) a paragraph numbered 14 be added as follows:

When a report is submitted to the Bureau containing results of prosecutive action or other statistical data but is in a pending status because leads are outstanding including the presentation of other violations to offices of U.S. Attorneys on which violations prosecution appears unlikely and when it appears the Bureau would have no special interest in receiving a report reflecting coverage of these leads, the report may contain a lead for the office of origin to "Close Administratively on Coverage of the Above Investigation." The case may thereafter be closed administratively without advising the Bureau unless additional developments make this desirable, or unless the Bureau advises to the contrary.

Investigative Reports

Current practice or rule (include manual citation as well as facts)

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b7C

No rule is believed to clearly cover this.

Advantages of suggestion and annual savings (include basis for estimate)

Lead will serve as "flag" to Supervisor at Bureau that case need no longer be followed by tickler, and there will be a resultant saving of Supervisory and Clerical time at the Bureau.

b6

b7C

The preparation and submission of unnecessary reports by the field will tend to be eliminated by covering this situation with a clearly stated rule.

Disadvantages of suggestion

(The use by the United States of my suggestion shall not form the basis of any claim upon the United States. I understand that I will be compensated within two years after submission.)



Mr.

☐ Mrs.

☐

or adopted

SA

Recommendations and comments of Division Head

I think this suggestion has merit and, if adopted, should eliminate the submission of a number of unnecessary reports to the Bureau.

JOSEPH L. KISSIAH Signature and Title Special Agent in Charge

(Do not write in this space - for Bureau use)

REC-54

NOV 24 1961

RECEIVED

3 Bureau
1 Milwaukee
JNO.bs

b6

b7C

REC- 5466-2435-2588

November 28, 1961

PERSONAL

Federal Bureau of Investigation
Milwaukee, Wisconsin

Dear [redacted]

I have received your suggestion that certain information be added to the FBI Handbook for Special Agents. Careful consideration is being afforded your proposal and you will be advised if it is adopted.

The interest which prompted you to submit this idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

- 1 - SAC, Milwaukee
- 1 - Personnel file of SA [redacted]

ML:jmh (Suggestion #335-62 dated 11/21/61)
(5)

NOTE: Referred to the Training and Inspection Division for views and recommendations.

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____



TELETYPE UNIT ☐

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UNITED STATES GOVERNMENT

Memorandum

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. A. H. Belmont

DATE: November 16, 1961

FROM : Mr. W. C. Sullivan

SUBJECT: COMMUNIST PARTY, USA
 ORGANIZATION
 INTERNAL SECURITY - COMMUNIST

Manual requires field offices to include certain types of data in each quarterly report submitted on the Communist Party (CP), USA; e.g. local population figures and short biographical sketches of principal CP district functionaries.

In an effort to further streamline our report writing procedures, it is felt that mentioned data can be eliminated from the quarterly reports without jeopardizing their effectiveness. In addition, we are instructing the field not to report same information under different topic headings in the report but instead make reference to the information where it appears in the report under appropriate breakdowns.

RECOMMENDATION:

Attached Manual changes incorporating suggested changes be sent to the Training and Inspection Division

Enc.

100-3-69

ENCLOSURE

1 - Manual of Instructions (66-1934)

1 - Mr. Belmont
 1 - Mr. Mohr
 1 - Mr. Sullivan
 1 - Mr. Malone
 1 - Mr. Baumgardner

FFF:kmo
 (8)

ENCLOSURE

Manual of Instructions
 Revised
 from

NOT RECORDED
 199 DEC 1 1961

DEC 1 1961

DEC 1 1961

51 DEC 8 1961

b6
 b7C

ORIGINAL COPY FILED IN 100-3-69-885

1 - Mr. Belmont 1 - Mr. Malone
1 - Mr. Mohr 1 - Mr. Baumgardner
1 - Mr. Sullivan 1 - September 16, 1961

b6
b7c

**PROPOSED CHANGE IN MANUAL
OF INSTRUCTIONS**

Volume III, Section 87C, 3 a, page 6, should be amended to read as follows:

- a. To accurately and clearly show the true nature of the Communist Party, USA, data concerning the following topics must be fully developed and reported. When material contains information that would be logically reported under more than one topic heading, but to do so would make the separate accounts unintelligible, report all the material under the main heading and only refer to the information under the other breakdowns. Do not repeat same data under separate headings. Reports on the Communist Party, USA, as an organization must be submitted by each office quarterly and should cover activities for the preceding three-month period. All offices are required to use the following breakdown in preparing quarterly reports on the Communist Party, USA. Each subfile caption must start on a separate page.

(1) Organization (Bureau file 100-3-69)

- (a) Security setup of district and/or state organization. Office covering district headquarters, describe the location and size of Communist Party office facilities, rent paid, and name and number of office employees. List address and/or Post Office Box number of Party headquarters.
- (b) Identify principal district officials and important functionaries, together with titles, and furnish a short resume of important activities of each during three-month period.

 100-3-69 (CPUSA, Organization)

NOTE ON YELLOW:

See memo Sullivan to Belmont dated 11/16/61 captioned "Communist Party, USA, Organization, Internal Security - Communist," FFF:kmo.

FFF:kmo
(10)

46-2435
ENCLOSURE

#34362
b6
b7C

Date
11/22/61

To:
Director, FBI

From: (Suggester's name)

Division of Assignment

Chicago

Reports

SUGGESTION

It is suggested that space between Title and Character and between Character and Synopsis on form FD-204, tissue and stencil, be as follows:

Between Title and Character - $1\frac{1}{4}$ "
Between Character and Synopsis - 1"

Current practice or rule (include manual citation as well as facts)

Current FD-204 (Rev. 3/3/59) (Space between Title and Character - $7/8$ "; space between Character and Synopsis - $1/2$ ")

Advantages of suggestion and annual savings (include basis for estimate)

A revised form of this type would take care of any title of great length or double or triple characters, making the form more readable. This would prevent, for example, the title running into the space provided for the character and, likewise, the character running into the space for the synopsis. It is to be noted that the character cannot be abbreviated on this form.

NOV 27 1961

Disadvantages of suggestion

None.

EX-115

REC-54

66-2435-2589

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

ENCLOSURE

Signature and title of Suggester

Recommendations and comments of Division Head

Clerk-Stenographer GS-4

It would appear this suggestion has merit and when the forms are re-printed it is recommended that this suggestion be taken into consideration.

SPECIAL AGENT IN CHARGE

(Do not write in this space - for Bureau use only)

Let Ack'd
11/29/61 M.H./jmd

b6
b7C

BRT

b6
b7C

3 - Bureau
1 - Personnel File
1 - Suggestion File

#343-62

Date

11/22/61

To:

Director, FBI

From: (Suggester's name)

Division of Assignment

Chicago

b6

b7C

SUGGESTION

It is suggested that space between Title and Character and between Character and Synopsis on form FD-204, tissue and stencil, be as follows:

Between Title and Character - $1\frac{1}{2}$ "
Between Character and Synopsis - 1"

Current practice or rule (Include manual citation as well as facts)

Current FD-204 (Rev. 3/3/59) (Space between Title and Character - $7/8$ "; space between Character and Synopsis - $\frac{1}{2}$ ")

Advantages of suggestion and annual savings (include basis for estimate)

A revised form of this type would take care of any title of great length or double or triple characters, making the form more readable. This would prevent, for example, the title running into the space provided for the character and, likewise, the character running into the space for the synopsis. It is to be noted that the character cannot be abbreviated on this form.

b6

b7C

Disadvantages of suggestion

None.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs or assigns upon the United States. I understand that I will be considered within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Recommendations and comments of Division Head

Clerk-Stenographer GS-4

It would appear this suggestion has merit and when the forms are re-printed it is recommended that this suggestion be taken into consideration.

SPECIAL AGENT IN CHARGE

(Do not write in this space - for Bureau use only)

b6

b7C

~~NOT RECORDED~~

~~133 DEC 1 1961~~

3 - Bureau

1 - Personnel File

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Copy to:

Report of:
Date:

Office:

Field Office File #:

Bureau File #:

Title:

Character:

Synopsis:

ENCLOSURE

66-2435-2589

EX-11

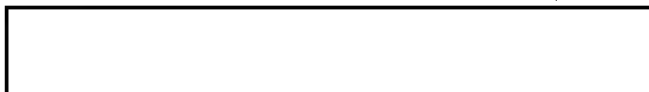
b6
b7C

REC- 54

66-2435-2589

November 29, 1961

PERSONAL



Federal Bureau of Investigation
Chicago, Illinois

Dear



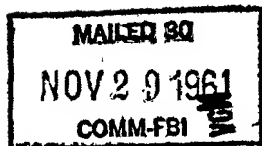
I have received your suggestion that the format of Form FD-204 be revised to provide more space under certain captions. After careful consideration, it has been decided your proposal should not be adopted. It is felt the space provided for the title on the current form is adequate in the majority of cases.

Although your idea did not receive favorable action in this instance, I want to thank you for submitting it to me.

Sincerely yours,

J. Edgar Hoover

b6
b7C



1 - SAC, Chicago

1 - Personnel file of



ML:jmh (Suggestion #343-62 dated 11/22/61)

(5)

NOTE: Suggests that the space on Form FD-204 between "Title" and "Character" be changed from 7/8" to 1 1/4" and the space between "Character" and "Synopsis" be changed from 1/2" to 1". The change would provide extra space to accommodate case titles of great length. The Training and Inspection Division recommends suggestion not be adopted. The spacing on the present form is adequate for 95% of case titles. Additionally, the present space under "Synopsis" is needed and should remain as it is to provide the necessary space for writing under this caption. Therefore, this suggestion is not being adopted.

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
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Sullivan _____
Tavel _____
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Tele. Room _____
Ingram _____
Gandy _____

78 DEC 27 1961

TELETYPE UNIT ☐



UNITED STATES GOVERNMENT

Memorandum

Tolson _____
 Belmont _____
 Mohr _____
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 Conrad _____
 DeLoach _____
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 Rosen _____
 Sullivan _____
 Tavel _____
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 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. Rosen *Rosen*

DATE: 11-20-61

FROM : C. L. McGowan *McGowan**Reports*

SUBJECT: SUGGESTION NUMBER 284-62

Form.
 It has been suggested that the field be instructed to delete from the FD-302 the fact that the individual interviewed is a former Special Agent of the FBI.

The FD-302 is the form used by the field in report writing in setting forth information that may become testimony in a legal proceeding. The originator of this suggestion believes that setting forth that a person is a former Special Agent of the FBI is not desirable as the FD-302 will not contain any information concerning his former performance while employed by the FBI or the circumstances surrounding his separation from the Bureau. It is pointed out that information concerning former Special Agent status can be set forth on a separate page in the report immediately following the FD-302 containing information obtained during the interview or can be set out in the administrative section of the report.

OBSERVATIONS OF THE GENERAL INVESTIGATIVE DIVISION

Although the General Investigative Division has no objection to the deletion of the fact that an individual is a former Special Agent of the FBI from the FD-302, it is felt that the inclusion of this characterization might be helpful to the United States Attorney in evaluating the possible credibility and educational background of the witness.

RECOMMENDATION

That this be routed to the Training and Inspection Division for its consideration.

- 1 - Training and Inspection Division
- 1 - Mr. C. A. Evans

RJM:rrb
 (9)

REC-66

66-2435-2590

DEC 4 1961

DEC 8 1961
 EX 113

Memo Malone to
 11/29/61, M/L/mw

gym TWO

62 DEC 8 1961

UNITED STATES GOVERNMENT

Memorandum

Tolson	_____
Belmont	_____
Mohr	_____
Callahan	_____
Conrad	_____
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Evans	_____
Malone	_____
Rosen	_____
Sullivan	_____
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Tele. Room	_____
Ingram	_____
Gandy	_____

TO : Mr. W. C. Sullivan

DATE: November 20, 1961

FROM : Division Streamlining Committee

SUBJECT: SUGGESTION NUMBER 284-62

Reports

Comments of Streamlining Committee, Domestic Intelligence Division (DID), requested regarding suggestion made by SA. C. J. Henry of the Special Investigative Division that the field not describe a former FBI agent as such in its FD-302 when submitting the results of an interview with a former agent that may become testimony in a legal proceeding.

Suggestion:

SA Henry feels that to include a statement in the FD-302 that the person interviewed is a former FBI agent is undesirable as the FD-302 will contain no information concerning former agents' record with the FBI. He feels that a reference to the fact that the person interviewed was a former agent can be set forth in the cover pages of a report or on the page following the location of the FD-302 in the report.

Current Practice:

No Bureau rules specifically cover this matter, however, some offices do set forth in the FD-302 the fact that the person being interviewed is a former FBI agent.

Committee Findings:

Committee agrees with suggestion of SA Henry unless the former FBI agent, whose statement is set forth in the FD-302 is being interviewed concerning a matter involving activities in his official capacity at the time he was employed as an FBI agent. In such latter cases, his former position as a Special Agent should be included in the FD-302.

ACTION:

It is recommended this memorandum, recording DID as being in favor of SA Henry's suggestion, unless it concerns a matter involving official activities of the former FBI agent, be forwarded to the Suggestion Desk of the Training and Inspection Division.

EHM:fag
(5)

1 - Sullivan

1 - Training and Inspection Division Suggestion Desk

1 - Donahoe

62 DEC 8 1961

EX-113 10 21 11 REC-66

DEC 27 1961

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DEC 27 1961

75
11/21/61

SAC LETTER NO. 61-66

° Reports

(B) REPORT WRITING - ASSEMBLING OF MIMEOGRAPHED REPORTS -- It has been noted that lengthy mimeographed reports, which are designated for the Bureau and other offices, are frequently prepared by field offices without the necessary holes for filing purposes having been punched. Obviously, it requires more time to punch such holes after receipt than it would take to do so at the time the report is assembled. Attention should therefore be given to punching the necessary holes in such reports prior to their dissemination by the office preparing them.

166-2435-
NOT RECORDED
199 DEC 8 1961

66-04-3064
ORIGINAL COPY FILED IN

51 DEC 8 1961 194

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Mohr

DATE: 11/29/61

FROM : J. F. Malone

SUBJECT: INVESTIGATIVE REPORTS
SUGGESTION #284-62 SUBMITTED BY
SA CHARLES J. HENRY
SPECIAL INVESTIGATIVE DIVISION

Tolson	_____
Belmont	_____
Mohr	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Malone	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

SUGGESTION: That the field be instructed to delete ^{from} the FD-302 the fact that the individual interviewed is a former Special Agent. This information could be set out on a separate page in the report immediately following the FD-302 or set out in the administrative section of the report.

ADVANTAGE: Suggester feels setting forth this information in the FD-302, which may become testimony in a legal proceeding, is not desirable since the FD-302 will not contain any information concerning the former Special Agents' performance while employed by the FBI.

OBSERVATIONS: The Domestic Intelligence Division considered this proposal and agreed with it except in those instances where the former FBI Agent, whose statement is set forth on the FD-302 is being interviewed concerning a matter involving activities in his official capacity at the time he was employed as an FBI Agent. They felt in these cases his former position as a Special Agent should be included in the FD-302.

The General Investigative Division advised although they had no objection to the deletion of the fact that an individual is a former Special Agent of the FBI from the FD-302, they felt that inclusion of this characterization might be helpful to the U. S. Attorney in evaluating the possible credibility and educational background of the witness.

The Training and Inspection Division feels this suggestion should not be adopted. It should be pointed out that there is no rule which states this information must be included on the FD-302. Additionally, there are numerous things which can or cannot be placed on an FD-302, many of which are not necessary. It is felt the court counsel will call an individual for testimony whether he is a former Special Agent or not. The defense will know the individual's former status also.

RECOMMENDATION:

That the suggestion not be adopted. On approval, no further action is necessary with regard to the suggester as he was thanked by prior letter.

ML:jmh
(2) 2 DEC 8 1961

184

REC-66

DEC 1 1961

TWO

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
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 Mohr _____
 Callahan _____
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 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. Mohr

DATE: 11/8/61

FROM : J. F. Malone

SUBJECT: REPORT WRITING
SUGGESTION #254-62 SUBMITTED BY
THE BUTTE FIELD OFFICE

The Bureau directed an airtel to the Butte Office dated 10/26/61 entitled [redacted] a, PO, SGE, " calling attention to the fact that a report submitted by SA [redacted] of that office on 10/20/61 under the same caption, had contained characterizations of organizations and publications in FD-302s reporting the results of interviews. ReBUairtel called attention to Part 1, pages 36 through 40 of the FBI Handbook for Special Agents, in which are contained instructions concerning the preparation of FD-302s and told the Butte Office that information characterizing a publication or organization should not appear on an FD-302 since FD-302s are used to report information that may become testimony. The Butte Office was instructed to delete such characterizations and to submit amended pages.

By airtel to the Director dated 10/30/61 under the caption mentioned above, the Butte Office submitted the amended pages but also suggested that consideration be given to changing the FBI Handbook for Special Agents, Part 1, pages 66 and 67 which state in substance that characterizations (thumbnail sketches) of individuals, publications or organizations used in the body of communications prepared by the field, and not set out in the appendix of the communication, should appear directly after the first mention of the individual, publication or organization in the communication. The Butte Office points out that no exception is made in these instructions regarding FD-302s.

The Training and Inspection Division agrees with the instructions of the Special Investigative Division expressed in the airtel referenced above. Characterizations, are administrative devices used to describe organizations, publications and individuals mentioned in reports and other communications and as such are not properly part of testimony unless actually furnished by the individual furnishing the information. If it is necessary to characterize an individual, organization or the like mentioned in testimony, such characterization should be included in the appendix of the report, or on a separate page immediately following the FD-302 with an appropriate predication.

Enclosure

JER:jmh

(2)

NOT RECORDED

167 DEC 22 1961

12 DEC 6 1961

Manual Regulations

FBI Handbook

Revised

1961

CC-66-1934

ORIGINAL COPY FILED IN 140-24784-9

**MEMORANDUM MALONE TO MOHR
RE: REPORT WRITING**

However, inasmuch as the provisions of the Handbook are silent as regards FD-302s, it is felt appropriate that they should be amended to clearly state that characterizations of individuals, organizations and publications should not be interpolated in FD-302s but should appear on a separate page immediately following the FD-302 or in the appendix of the report. The Special Investigative Division was contacted and advised that they had no objection to this.

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b7c

RECOMMENDATION:

1. That the suggestion be adopted and the attached letter sent to the Butte Office.



2. On approval, that this memorandum serve as the authority for the Manuals Desk, Training and Inspection Division to make the necessary changes.



E *ac* *HH*
m *JPM*
gmc

66-2435-

SAC, Butte

November 14, 1961

Director, FBI

[Redacted]

ka

PO
SGE

b6
b7c

Reference is made to your airtel dated 10/30/61 under the same caption in which you suggest a change in the instructions contained in Part I, pages 66 and 67 of the FBI Handbook for Special Agents regarding the manner in which characterizations are set out in communications.

It is felt that your point is well taken and appropriate changes are being made to provide that characterizations of individuals, organizations, and publications mentioned in testimony included on FD-302s should be placed on the next page following the FD-302 if not of such a nature as to be included in the appendix of the report.

JER:jmh
(4)

NOTE: Based on memorandum J. F. Malone to Mr. Mohr, 11/8/61, JER:jmh,
Re: Report Writing.

b6
b7c

ORIGINAL COPY FILED IN 140-2478-9

Tolson _____
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Gandy _____

MAILED 19
NOV 14 1961
COMM-FBI

DEC 7 1961
FEROX

[Redacted]

UNIT ☐

62 DEC 12

4-312 (1-23-56)

DATE OF MAIL 11-22-61

HAS BEEN REMOVED FOR THE CONFIDENTIAL FILE ROOM OF THE DOMESTIC
INTELLIGENCE DIVISION.

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT JUNE MAIL - Reports

REMOVED BY 6 DEC 28 1961

FILE NUMBER 66-2435 -1

98

PERMANENT SERIAL CHARGEOUT

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Mohr

DATE: 12/8/61

FROM : J. F. Malone

SUBJECT: INVESTIGATIVE REPORTS
SUGGESTION #335-62 SUBMITTED BY
SA JOHN D. O'CONNELL
MILWAUKEE OFFICE

Tolson	_____
Belmont	_____
Mohr	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Malone	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

SUGGESTION: That a paragraph be added to the F. B. I. Handbook, page 33, paragraph 47A (reporting rules) which would be numbered 14. as follows: When a report is submitted to the Bureau containing results of prosecutive action or other statistical data but is in a pending status because leads are outstanding including the presentation of other violations to offices of U. S. Attorneys on which violations prosecution appears unlikely and when it appears the Bureau would have no special interest in receiving a report reflecting coverage of these leads, the report may contain a lead for the office of origin to "Close Administratively on Coverage of the Above Investigation." The case may thereafter be closed administratively without advising the Bureau unless additional developments make this desirable, or unless the Bureau advises to the contrary.

PRESENT PROCEDURE: Suggester feels there is no existing rule to cover this procedure; however, Manual of Rules and Regulations, Part II, Section 4, (1) page 2a, provides rules regarding obligations of office of origin in the 14 specific criminal classifications handled by the 90-day rule. Briefly they are, "no report to Bureau until case completed (closed or waiting for trial) or until 90 days have passed without its being completed, unless some special reason exists, such as a major case, case with unusual public interest, or other reason making it obvious Bureau should be advised. Office of origin should use good judgment in deciding what, if anything, should be sent to Bureau; i. e., whether communication(s) should be summarized in whole or part and put into a report from the office of origin, whether any auxiliary office(s) report(s) should be sent to the Bureau along with the report from the office of origin, or whether the case is to be closed administratively and no report sent to the Bureau. After first report to Bureau, submit subsequent reports to Bureau with due regard for 45-day posting rule."

ADVANTAGES: Suggester states lead would serve as a "flag" to supervisor at Bureau that case need no longer be followed by tickler, with a resultant saving of supervisory and clerical time at the Seat of Government. Additionally, the preparation and submission of unnecessary reports by the field will tend to be eliminated by having a clearly stated rule in this regard.

ML:JVC:jmh
(2)

98
66 DEC 15 1961

EX 100

REC-5

66-2435-2593
DEC 12 1961

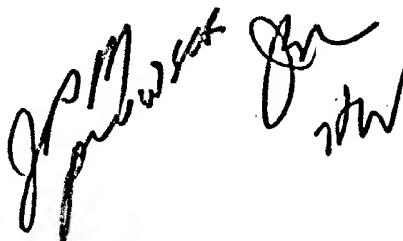
MEMORANDUM MALONE TO MOHR
RE: SUGGESTION #335-62

OBSERVATIONS: Suggester limits his suggestion to reports containing results of prosecutive action or statistical data. Previous surveys have shown that the majority of these cases fall under 14 criminal classifications where most of the investigation is completed and reported within 90 days. Manual provisions were made to cover the 14 classifications and at the same time the Bureau instructed that primary supervisory responsibility in criminal cases was vested in the field offices and in particular the office of origin. Existing instructions provide that it is the responsibility and obligation of the office of origin to advise the Bureau of all matters of interest. In fulfilling its responsibility, the office of origin should set out only necessary leads for investigation and, if these leads are necessary and previous reports have been submitted to the Bureau, then it is the obligation of the office of origin to advise the Bureau of the results of this investigation.

Additionally, suggester cites as an example in his proposal that it would not be necessary to report results of leads set out to present violations to U. S. Attorneys in other offices where prosecution appears unlikely and prosecution was declined by all the U. S. Attorneys. To include that statement in the Manual of Instructions could imply that the Bureau condones merely "token" presentations to U. S. Attorneys to clear the case for closing. This, of course, is not the case and, in fact, the Bureau has a definite interest in following this kind of lead for that very reason ----- to see that token presentations are not being made; therefore, the Training and Inspection Division recommends that this suggestion not be adopted. It is felt that existing instructions adequately and completely provide for the proper reporting procedures.

RECOMMENDATION:

That the suggestion not be adopted. On approval, no further action is necessary with regard to the suggester as he was thanked by prior letter.

Handwritten signature of J. P. Malone, with initials "JPM" and "JW" visible.

RA
ST

The Attorney General

Director, FBI

**DISSEMINATION OF INVESTIGATIVE
REPORTS TO UNITED STATES ATTORNEYS**

REC'D-READING ROOM
FBI

DEC 14 12 52 PM '61

December 14, 1961

b6
b7C

In line with advice orally furnished by you on December 12, 1961, we are making investigative reports of gambling cases under the new legislation, as well as related criminal intelligence reports, available to United States Attorneys throughout the country.

Appropriate instructions to field offices are being issued to our field offices.

1 - The Deputy Attorney General

1 - Mr. Herbert J. Miller, Jr.
Assistant Attorney General

NOTE

See memo EVANS to BELMONT, 12-13-61, AEH:rap.

SAC letter instructing dissemination of investigative reports on gambling matters and related criminal intelligence investigations to U. S. Attorneys throughout the country being prepared.

MAILED 2

DEC 14 1961

COMM-FBI

McA:rap
(10)

DEC 14 3 15 PM '61

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

MAIL ROOM ☐

TELETYPE UNIT ☐

67 DEC 15 1961

EX-100

REC-3

66-2435-2594

19 DEC 15 1961

#398-62

Date

12/12/61

To:

Director, FBI

From: (Suggester's name)

Division of Assignment

MILWAUKEE

b6
b7C

SUGGESTION

It is my suggestion that Photostat copies of the FBI Laboratory Report be inserted by Stenographers into reports to insure accuracy and to save time.

EXP. PROC.
DEC 15 1961

Current practice or rule (include manual citation as well as facts)

At the present time the Agents dictate or Stenographers copy extensively from Laboratory Reports.

Advantages of suggestion and annual savings (include basis for estimate)

The advantage of this suggestion is that, it will guarantee absolute accuracy and will delete any unnecessary duplication. As a matter of fact, the Laboratory could even send 10-12 copies of each report to the field and this would be sufficient number of copies for most reports without making additional Photostats. It is estimated the Laboratory Report be reproduced in one-fifth the time it would take to type the report. Savings would be impossible to estimate, but could run into the thousands.

Investigative Reports

Disadvantages of suggestion

I can see none.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Recommendations and comments of Division Head

Recommend acceptance.

Special Agent in Charge

[Signature]

Signature and Title

(Do not write in this space - for Bureau use only)

DEC 31

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REC-69

66-2435-2595

BFCM

11 DEC

December 19, 1961

PERSONAL

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b7C

REC- 69 66-2433-2595

EX-115

Federal Bureau of Investigation
Milwaukee, Wisconsin

Dear [redacted]

Thank you very much for your suggestion that
Photostats of FBI Laboratory Reports be inserted into investigative
reports. A careful analysis of your proposal is being made and you
will be advised if it is adopted.

The interest which prompted you to submit this idea
to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 30

DEC 19 1961

COMM-FBI

- 1 - SAC, Milwaukee
- 1 - Personnel file of [redacted]

JER:jmh (Suggestion #398-62 dated 12/12/61)
(5)

NOTE:

Referred to Training and Inspection Division, General Investigative
Special Investigative and Domestic Intelligence Divisions for views
and recommendations.

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

b6
b7C

UNITED STATES GOVERNMENT

Memorandum

TO : W. C. Sullivan *SW*

FROM : Division Streamlining Committee

DATE: 11/29/61

SUBJECT: SUGGESTION NUMBER 318-62

Form FD-323

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

b6
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b7C

Domestic Intelligence Division (DID) comments have been requested regarding a suggestion submitted by Special Agent [redacted] Special Investigative Division, that Form FD-323 be amended so that the wording of the form will apply to sources whose identities are concealed in the referenced communication. It is indicated that adoption of this suggestion would clearly indicate that comments in the letterhead memorandum apply only to sources whose identities are concealed in a referenced report.

b6
b7Cb6
b7CSUGGESTION:

The suggestion involves the amending of Form FD-323 by deleting the sentence "All sources (except any listed below) used in referenced communication have furnished reliable information in the past" and the substitution of the following sentence for the one quoted above: "All sources (except any listed below) whose identities are concealed in referenced communication have furnished reliable information in the past."

CURRENT PRACTICE:

The wording of the form as it is presently in use is provided for in the Manual of Rules and Regulations, Part II, Section 4.6, 20, pages 6 and 7. The Manual of Rules and Regulations (Part II, Section 4.F. 1.(3), page 34), provides that reliability and evaluation of sources shall be reported in letterhead memoranda in certain types of cases and that Form FD-323 may be used for this purpose.

COMMITTEE FINDINGS:

The Streamlining Committee of the DID recommends that this suggestion be given favorable consideration and that it will definitely eliminate any question as to what sources are referred to in connection with a referenced report.

RECOMMENDATION:

It is recommended that this memorandum be forwarded to the Suggestion Desk of the Training and Inspection Division.

Enclosure

1 - Mr. Sullivan
 1 - Training and Inspection Division
 1 - Mr. Donahoe

1 - Mr. Mossburg
 1 - Mr. Branigan

WAA:bjs (7)

SEE ADDENDUM OF TRAINING AND INSPECTION ON PAGE 2

12/14/61
 B-110
 B-216
 B-110

RECORDED COPY FILED IN

ADDENDUM OF TRAINING AND INSPECTION DIVISION, ^{ml jmh} ML:jmh, 11/30/61

b6
b7C

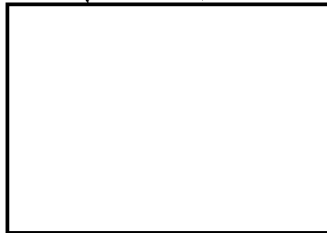
The Training and Inspection Division agrees that proposed revision to Form FD-323 will provide for additional clarity regarding precisely which sources in the report are characterized by the statement.

RECOMMENDATION:

1. That the suggestion be adopted and the attached letter of appreciation be forwarded to the suggester. His suggestion was acknowledged by prior letter.

[Handwritten signature]

2. On approval, that this memorandum serve as authority for the Forms Management Desk, Training and Inspection Division, to take appropriate action.



[Handwritten signatures and initials: JPM, HSE, m]

[Handwritten signature]

Rev. 11-29-61

FD-323 (2-28-60)



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

Title

Character

Reference

whose identities are con-
All sources (except any listed below)/~~and~~ in referenced (cealed
communication have furnished reliable information in the past.

66-2435-2596

ENCLOSURE

PROPOSED REVISED FD-323

This document contains neither recommendations nor conclusions of the FBI. It is the property
of the FBI and is loaned to your agency; it and its contents are not to be distributed outside
your agency.

*File with 11/29/61 memo
de*

2K



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

Title

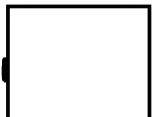
b6
b7C

Character

Reference

All sources (except any listed below) whose identities are concealed in referenced communication have furnished reliable information in the past.

File with 11/29/61



66-2435-2591

PRINTED REVISED FD-323

This document contains neither recommendations nor conclusions of the FBI. It is the property of the FBI and is loaned to your agency; it and its contents are not to be distributed outside your agency.

ENCLOSURE

2-72

December 1, 1961

PERSONAL

66-2435-2596

EX-100

Federal Bureau of Investigation
Washington, D. C.

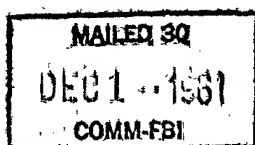
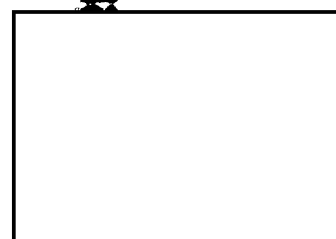
Dear [redacted]

Reference is made to your suggestion that a certain revision be made in the format of Form FD-323. I am indeed pleased to advise you that your proposal has been adopted and steps are being taken to implement it.

I want to take this opportunity to thank you again for submitting your observations on this matter to me for consideration.

Sincerely yours,

J. Edgar Hoover



- 1 - Mr. Evans
- 1 - Personnel file of SA [redacted]

ML:jmh (Suggestion #318-62)
(5)

NOTE: Based on memorandum Division Streamlining Committee to Mr. Sullivan
WAA:bjs, re: Suggestion Number 318-62, Addendum by
Training and Inspection Division, ML:jmh, 11/30/61.

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

MAIL ROOM ☐

TELETYPE UNIT ☐

Dec 1 1 10 PM '61
REC'D-READING ROOM
FBI

#479-62

12/21/61

To: Director, FBI
From: (Suggester's name)
Division of Assignment
TAMPA

SUGGESTION

It is suggested that Form FD-302 (ten copies of FD-302 attached) be prepared in packs of 10 with the carbon pre-inserted between each page (similar to Form FD-76, Field Stenographer's and Typist's Daily Report, copy of which is attached).

b6
b7C

6 Reports

EX-108
DEC 26 1961

Current practice or rule (include manual citation as well as facts)

Form FD-302 is individual sheet.

b6
b7C

Advantages of suggestion and annual savings (include basis for estimate)

It is noted that most Form FD-302s are prepared in advance of report to comply with 5-day dictation and transcription rule, therefore 10 copies are prepared of each 302 as exact number of copies needed for report not usually known at that time. If 302 is to be submitted to another field division by letter or airtel, 9 copies are transmitted with the original remaining. If the 302s were already arranged in sets of 10, it would eliminate the counting and insertion of each individual 302, form and carbon paper by the stenographer, therefore saving her time and eliminating the possibility of error in the number of copies prepared. Some FD-302s could continue to be prepared individually for use in reports where exact number of copies needed is known, so that there would be no waste of paper or carbon.

Disadvantages of suggestion

It is possible that the pre-inserted carbon, which is good for only one typing, may be more expensive, but I feel that the time saved would more than make up for this expense.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any benefit or award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ M.

Chief Steno
ter

Recommendations and comments of Division Head

I think this is a recommendation worthy of consideration. I am not in a position to make comparative cost estimates, but I think the saving in stenographic time would be considerable.

ASAC

(Do not write in this space - for Bureau use only)

EX-108

JAN 1 1962

12 DEC 25 1961

- 3 - Bureau (Encs. 11)
- 2 - Tampa (66-205)
- (a - 67-10)

FEDERAL BUREAU OF INVESTIGATION

Date _____

On _____ at _____ File # _____

by _____ Date dictated 66-2435-2597

This document contains neither recommendations nor conclusions of the FBI. It is the property of the FBI and is loaned to your agency; it and its contents are not to be distributed outside your agency.

ENCLOSURE

538118

FD-76 (Rev. 7-30-59)

FIELD STENOGRAPHER'S AND TYPIST'S DAILY REPORT

Date _____

Date

File Number

Dictated By

Status

Buded

Pages

1. Pages Received Today _____
2. Pages Completed Today _____
3. Pages to be Completed _____
4. Time Required to Complete _____
5. Time in Taking Dictation _____
6. Time on Clerical Work _____
7. Time Absent _____

66-2435-2597
Employee

RA

December 29, 1961

REC-69 66-2435-2597

PERSONAL

Dec 29 2 46 PM '61
REC'D-READING ROOM
FBI

b6
b7C

EX-109

[Redacted]
Federal Bureau of Investigation
Tampa, Florida

Dear [Redacted]

Thank you very much for your suggestion that Form FD-302 be prepared with preinserted carbon paper. I am sure you will be interested to know that the same proposal has already been considered and not adopted because of the cost involved.

Although your idea did not receive favorable consideration in this instance, I hope I may have the benefit of your suggestions in the future.

Sincerely yours,
J. Edgar Hoover

MAILED 20
DEC 29 1961
COMM-FBI

- 1 - SAC, Tampa
- 1 - Personnel File of [Redacted]

JER:jmh (Suggestion #429-62 dated 12/21/61)
(5)

NOTE: Suggests that Form FD-302 (Form for Recording Information That May Become Testimony) be prepared in packs of 10 with carbon preinserted between each page. The same or similar suggestions have been considered many times in the past, the latest being Suggestion #181-62 (Submitted by [Redacted] of the Springfield Office) on 9/28/61. The suggestion was not adopted because of the increased cost involved in preparing the form as proposed and the fact that manually inserted carbon has the added advantage of producing better results and can be used on an average of ten times while preinserted carbon can be used only once.

- Tolson _____
- Belmont _____
- Mohr _____
- Callahan _____
- Conrad _____
- DeLoach _____
- Evans _____
- Malone _____
- Rosen _____
- Sullivan _____
- Tavel _____
- Trotter _____
- Tele. Room _____
- Ingram _____
- Gandy _____

50 JAN 11 1962

MAIL ROOM TELETYPE UNIT

UNRECORDED COPY FILED IN 66-10263-

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: 12/22/61

FROM : SAC, PHILADELPHIA

EXP. PROC.

DEC 26 1961

SUBJECT: RECOMMENDATION FOR INCENTIVE AWARD

Name of Employee	Where Assigned Philadelphia	Payroll Number 01400
Position, Grade and Salary SPECIAL EMPLOYEE (GS-10) \$7985.00	EOD Date 4/6/44	

b6
b7C

AMOUNT recommended: _____ (Consult scale on reverse side in determining amount of award.)

BASIS for this recommendation is as follows: (Check one or more as facts justify.)

- ☐ 1. Sustained above-average performance for such period of time as would be reasonable under the circumstances, that merits recognition. (Point out specifically how performance is considered superior. Use examples and illustrations wherever possible. In addition to results attained advise what employee has done to achieve outstanding results.)
- ☐ 2. Exemplary performance of assigned tasks whereby previously unattained records of production are achieved. (Set forth production record with appropriate comparisons.)
- ☐ 3. Exemplary or courageous handling of an emergency situation in connection with or related to official employment. (Describe in detail, listing specific risks or dangers involved and results achieved.)
- ☒ 4. Ideas which have resulted in improved operations. (Summarize ideas and specific improvements therefrom. Set forth first year's net savings, if any, and how computed.)
- ☐ 5. Performance which has involved the overcoming of unusual difficulties. (List specific obstacles, problems, hardships, sacrifices, etc., as well as unusual investigative techniques utilized with results achieved, setting forth precisely how employee overcame obstacles, etc.)
- ☐ 6. Creative efforts, including inventions or techniques, which have increased efficiency, improved the service. (Describe in detail listing benefits and/or savings resulting.)

b6
b7C

JUSTIFICATION: (Set forth below, and attach supplemental page(s) as necessary, a clear, concise report of employee's performance in justification of award. Be specific and omit generalities. Give facts, not conclusions. Not only advise what was accomplished, but how it was accomplished, placing emphasis on performance. Remember that these justifications must be adequate. They may be subject to post-audit outside the Bureau but do not withhold information for security reasons since neither this form nor any confidential information will be made available outside the Bureau for such post-audits.)

SAC Letter 61-8, 2/21/61, instructed that in most security cases copies of channelizing memos may be destroyed once report is prepared incorporating pertinent information. In Philadelphia, GS-5 Clerks (Stenography) incorporate most informant statements into channelizing memos, select the proper file numbers for distribution.

100-00

UNRECORDED COPY FILED IN

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1 - Ph
NSH:ec
(3)

PH
1/11/62
1/19/62
1/31/62
1/11/62

REC'D

25 JAN 5 1962

THREE

PHS. REC. UNIT
1/11/62

(Please do not write in this space)

b6
b7C

REC'D - MALONE
FBI

DEC 27 11 09 AM '61

REC'D - ADMIN. DIV.
F B I

DEC 26 4 30 PM '61

REC'D - MALONE
FBI

JAN 4 9 21 AM '62

REC'D - MALONE
FBI

REC'D - MALONE
FBI

CASH AWARD SCALE

TANGIBLE BENEFITS -- Amount of cash award for contribution resulting in tangible benefits (such as a suggestion resulting in saving of money) is normally based on, but not necessarily limited to, estimated net monetary savings for first full year of operation following adoption.

<u>Savings</u> (Estimated first year's net savings)	<u>Amount of Award</u>
\$50 - \$300	\$15
\$301 - \$10,000	\$15 for the first \$300 in benefits and \$5 for each additional \$100 or fraction thereof.
\$10,001 - \$20,000	\$500 for the first \$10,000 in benefits and \$5 for each additional \$200 or fraction thereof.
\$20,001 - \$100,000	\$750 for the first \$20,000 in benefits and \$5 for each additional \$1,000 or fraction thereof.
\$100,001 - or more	\$1,150 for the first \$100,000 in benefits and \$5 for each additional \$5,000 or fraction thereof.

INTANGIBLE BENEFITS -- Amount of cash award where contribution cannot be estimated on a monetary basis, or results in monetary savings and intangible benefits, shall be determined on basis of its value or benefit to over-all Bureau operations after full consideration of such factors as significance or value of contribution, extent and scope of application, personal danger or risks involved, and importance of program affected.

Table I - Where Personal Danger or Risks Are Not Dominant Factor:

<u>Value of Benefit to Entire Bureau</u>	<u>Limited</u>	<u>Extent of Application to Entire Bureau</u> <u>Broad</u>	<u>General</u>
Minor	\$15 - \$50	\$50 - \$100	\$100 - \$150
Moderate	\$100 - \$150	\$150 - \$300	\$300 - \$500
Major	\$300 - \$500	\$500 - \$725	\$725 - \$1000
Extraordinary	\$725 - \$1000	\$1000 - \$2000	\$2000 - \$5000

Table II - Where Personal Danger or Risks Are Dominant Factor:

<u>Value of Benefit to Entire Bureau</u>	<u>Limited</u>	<u>Personal Danger or Risk Involved</u> <u>Substantial</u>	<u>Exceptional</u>
Minor	\$15 - \$50	\$50 - \$100	\$100 - \$150
Moderate	\$100 - \$150	\$150 - \$300	\$300 - \$500
Major	\$300 - \$500	\$500 - \$725	\$725 - \$1000
Extraordinary	\$725 - \$1000	\$1000 - \$2000	\$2000 - \$5000

subject to approval of Special Agent and Supervisor. This frequently includes widespread channelization into C.P. breakdown files. Following SAC Letter 61-8, all of these, except the original, are destroyed when each quarterly report on the CP is submitted. b6 b7C

SA [] suggested on March 24 that generally, information for all sections of the quarterly report can be obtained from a single copy of a channelizing memo, and that duplicate copies in other breakdown files are, for most purposes, surplusage, to be destroyed in any event in 3 months or less. Based on his suggestion, a plan was devised which saves time in preparation, typing, mimeographing, assembling, filing, reading, and ultimately in pulling and destroying extra copies of memos. This was installed 5/25/61 with a memo of instructions to Special Agents, stenographers, and clerks.

Studies since then have established that there have been definite savings of time by Special Agents, Stenographers and Clerks, and even a small saving of supervisory time. We have, of course, saved many reams of paper which would only be burned later. In no instance have we experienced additional difficulty in locating information desired between quarterly reports. In fact, it has been easier to locate material because there are fewer serializing demands on the breakdown files, and they are always available and up to date.

Six months studies, projected over one year indicate savings of at least: b6 b7C

300 hours SA time (the SA who coordinates investigation of the CP and prepares the quarterly reports is GS-13) computed at \$5.12 per hour or \$1536;

150 hours of clerk time (some GS-3, some GS-4) computed at \$1.81 per hour or \$302.50;

70 hours GS-5 steno time, computed at \$2.09 per hour, or \$146.30

for a total first year saving of \$1984.80/

It is recommended that SA [] receive \$100.00 as an incentive award.

SAC, Philadelphia

December 29, 1961

REC-62

Director, FBI

911-X3

RECOMMENDATION FOR INCENTIVE AWARD
SPECIAL EMPLOYEE [REDACTED]
GRADE GS-10 @ \$7985
EOD 4/6/44

Report

Reurlet dated December 22, 1961, recommending an incentive award for captioned employee.

In paragraph one on page two of urlet, you mention a plan devised as a result of [REDACTED] suggestion which effected savings in the handling of channelizing memoranda. Please submit more explicit information concerning the suggestion of [REDACTED] and the plan which evolved from it so that the Bureau may give them due consideration. Direct your reply to the attention of the Training and Inspection Division.

JER:jmh
(4)

NOTE: By attached letter, the SAC, Philadelphia, recommended that SE [REDACTED] of his office be granted an incentive award for savings resulting from his suggestion concerning the preparation of channelizing memoranda which was placed into effect in the Philadelphia Office.

MAILED 4

DEC 29 1961

COMM-FBI

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Trotter _____
Tele. Room _____
Ingram _____

DEC 28 1961

TELETYPE UNIT ☐

#425-62

Date	December 18, 1961
Division of Assignment	SAN DIEGO

To:	Director, FBI
-----	---------------

From: (Suggester's name)	
--------------------------	--

SUGGESTION

It is suggested that when an insert will become part of the details of a report to be written by the Office of Origin, the auxiliary office should show the ~~Office of Origin~~ file number, when known, on the insert beneath the submitting office's file number. (See attached sample)

Investigative Reports

Current practice or rule (include manual citation as well as facts)

The manual makes no specifications other than, "Prepare in the same form as second and subsequent pages of a report". (Section 3, Page 17, Stenographer Manual)

Advantages of suggestion and annual savings (include basis for estimate)

It is felt this would be a time saving measure for supervisory personnel as well as for stenographers and clerical employees inasmuch as it would preclude unnecessary searching, would avoid misfiling by the receiving office, and would make the insert more analogous to the manner in which a FD 302 is prepared (Office of Origin file number is placed below the auxiliary office file number in the space provided at the bottom of the form.).

Disadvantages of suggestion

None apparent.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☐ Mr. ☒ Mrs. ☐ Miss

Recommendations and comments of Division Head

Stenographic Unit Supervisor

There are no apparent disadvantages to this suggestion, and it is believed that it would save considerable clerical time on the part of the office of origin receiving inserts from an auxiliary office. It would also assure the avoidance of misfiling of inserts by the receiving office. Recommended it be adopted.

Thomas J. Bishop SAC

(Do not write in this space - for Bureau use only)

ENCLOSURE

REC-65 JAN 10 1962

EX-108

9 JAN 9 1962

TWO-82

SD 26-10306

PX 26-14412

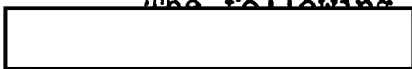
WDV:jso

(Auxiliary Office File Number)

(Office of Origin File Number)

(Dictating Agent's and Typist or Stenographer
initials)

SA



The following investigation was conducted by

b6
b7C

AT CAMP PENDLETON, CALIFORNIA

On October 21, 1961, Mr. JOHN DOE.....

66-2435-2599
ENCLOSURE

66-2435-2599

REC- 65

December 29, 1961

PERSONAL

b6
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b7C

101-X3

[Redacted]
Federal Bureau of Investigation
San Diego, California

Dear [Redacted]

I have received your suggestion that inserts bear the file number, if known, of the office of origin when prepared by an auxiliary office for inclusion in a report of the office of origin. It is a pleasure to advise you that your idea is being adopted, and the necessary steps are being taken to place it into effect.

I want to thank you for the interest you displayed in bringing this matter to my attention.

Sincerely yours,

J. Edgar Hoover

MAILED 20

DEC 29 1961

COMM-FBI

- 1 - SAC, San Diego
- 1 - Personnel file of [Redacted]

JER:jmh (Suggestion #425-62 dated 12/18/61)

(5)

NOTE:

Suggests that when an insert will become part of the details of a report to be written by the office of origin, the auxiliary office should show the office of origin file, if known, on the insert beneath the submitting office's file number. SAC Bishop of the San Diego Office recommended adoption of the suggestion since it would save considerable clerical time on the part of the office of origin receiving inserts from an auxiliary office and would avoid misfiles. The Training and Inspection Division agrees that this idea has merit and should be adopted. It is particularly

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

BUCHANAN

MAIL ROOM ☐

TELETYPE UNIT ☐

SEE PAGE 2

REC'D-READING ROOM

FBI

Dec 29 3 28 PM '61

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advantageous in view of the fact that, since inserts may be transmitted by routing slip, there is always the danger that they could become lost or separated from the routing slip and the presence of the office of origin's file number as suggested would be a great help in getting the insert to the proper file. On approval, this letter will serve as the authority for the Manuals Desk, Training and Inspection Division to make the necessary manual changes.

*Manual of Rules and
Regulations,
FBI Handbook,
+ Manual for Field
Stenographer
Revised
fmb*